

W-2 Benefit Issuance

December, 2009

CARES W-2 BENEFIT ISSUANCE

Introduction

The Benefit Issuance (BI) System in CARES tracks payments made to W-2 assistance groups. It maintains history of individual payments issued from CARES, as well as tracks returned and/or re-issued payments. It sends payments to W-2 participants, designated payees, such as legal guardians or protective payees, and vendors such as landlords and utility companies. All W-2 checks are printed in Madison by the Department of Administration and are mailed out of Madison by the Department of Children and Families.

There are three different W-2 payment cycles each month that generate payments. Those cycles are the 1) monthly 2) delayed and 3) daily. The monthly cycle issues checks for participants that are initially placed in a paid placement between the 1st and 15th of the month (inclusive) and participants in ongoing paid placements. Monthly checks are received around the first of each month. Vendor checks are also issued in the monthly cycle. The delayed cycle issues checks to participants that are initially placed in a subsidized employment position between the 16th and last day of a month (inclusive). These payments are sent out around the 10th of the next month. The daily cycle is used to issue auxiliary payments and Job Access Loans (JAL). Job Access loan vendor checks are also issued in the daily cycle. These checks are received several days after the request is approved in CARES.

There is some flexibility in how payments are made to the payee. There currently are three payment options for the applicant/recipient. Those options are 1) receive a paper check in the mail, 2) have their payment electronically transferred into their bank account (EFT), or 3) have a check sent directly to a third party, such as a legal guardian, protective payee, or vendor.

Once the worker knows that a payment will be issued, they can opt to have the check held (sent to the agency) for the client to pick up. If a daily payment was issued in error, the worker can cancel the auxiliary request during a specific window of time. If the check is not held or cancelled, the payment will automatically be mailed to or deposited on behalf of the payee each month. For an ongoing case, the FEP can intercept a check late in the month and have the check sent directly to the agency. This intercept function should only be used in extraordinary circumstances.

The Benefit Issuance system also tracks deductions from a participant's payments. These payment reductions include W-2 Hourly Sanctions, Learnfare Sanctions, Drug Felon Penalties and Recoupments. Deductions are only taken out of the monthly payment issued at W-2 pulldown. There is a specific order in which deductions are taken from the W-2 payments, any one or a combination of which can bring a W-2 payment to the participant down to zero. The order in which deductions from W-2 payments are taken are:

1. Drug Felon Penalty
2. Recoupment
3. Learnfare Sanction
4. Hourly Sanction
5. Vendor Payments

PAYMENT CYCLES

Monthly Cycle (W-2 Pulldown) – This cycle issues W-2 checks around the first of each month. There are two types of payments issued in the Monthly cycle, participant payments and W-2 vendor payments. W-2 Pulldown generally occurs 5 days prior to the end of each month.

- Applicants for W-2 that are initially placed in a subsidized slot between the 1st and 15th of a month (inclusive) receive their first W-2 payment around the first of the following month. This payment to new applicants is prorated according to the number of days they were in the placement between the

1st and the 15th. (Refer to the W-2 Manual, Chapter 10 for more information regarding initial prorated payments.)

- Participants in ongoing cases are paid once per month by this cycle. The check received around the first of the month is for an entire participation period. A participation period starts on the 16th of a month and ends on the 15th of the next month.

W-2 Delayed Cycle – The Delayed Cycle issues W-2 payments for applicants that are initially placed in a paid placement between the 16th and the last day of a month (inclusive). These payments are created about the 5th or 6th day of the following month. This cycle will also generate a payment when an ongoing participant goes from a non-paid placement to a paid placement between the 16th and the last day of a month.

Daily Cycle –Auxiliary, JAL and JAL vendor payments are issued in the daily cycle. The FEP enters the W-2 auxiliary request on screen BICS - W-2 AUXILIARY REQUEST, the auxiliary approver authorizes the payment on screen BIWA - W-2 AUXILIARY REQUEST APPROVAL.

JAL payment requests are entered on screen BVJL - JOB ACCESS LOAN INFORMATION, and a designated agency JAL approver authorizes the payment on screen BIAJ - JAL REQUEST APPROVAL. Daily checks are mailed or sent to the agency within several days of the approval.

NOTE: Dates for Adverse Action, W-2 Pulldown and the W-2 Delayed Cycle are published each month on a calendar posted on the DWD website. They can also be found on CARES reference table TBIC. The dates for each cycle change on a monthly basis depending on when weekends and holidays occur.

ISSUANCE TYPES

Payments from CARES are issued in two different ways, paper check or Electronic Fund Transfer (EFT). The default payment is a paper check issued to the primary person of the W-2 case. In order to initiate EFT payments, the worker must complete appropriate screens in a participant's case. Vendor payments can not be made via EFT, they can only be paid with paper checks.

CARES collects information regarding banks and vendors in order to set up EFT or vendor payments. This information is stored on two separate query screens in CARES, IQVN– VENDOR QUERY lists vendor information and IQBA– BANK QUERY BY COUNTY lists bank information. These payment types can only be made after the bank or vendor information is entered to CARES. If an agency finds that a vendor or bank is not listed on these screens, they need to contact the Department of Children and Families as described below to get them added to CARES.

ADDING EFT PAYMENTS TO A W-2 CASE

AGBI – Assistance Group Benefit Issuance

This screen collects information about W-2 payment issuances. It currently comes up in the mainframe driver flow when eligibility has been run, just prior to confirmation. The payment choices that can be initiated on this screen are EFT (Electronic Fund Transfer), Vendor Payment and Hold Benefit (to request a hold on the monthly W-2 check). Direct Deposit is no longer used by most financial institutions. When a 'Y' is entered for EFT Payment or Vendor Payment, other screens are called up so that detailed information can be collected. Entering a 'Y' for Hold Benefit will not bring up another screen, but will initiate a process whereby the W-2 check will be sent directly to the W-2 agency rather than be mailed to the address on the check.

AGBI can also be tranned to directly by using the case number.

AGBI	ASSISTANCE GROUP BENEFIT ISSUANCE				03/26/04 11:06					
CASE: 6700236061					WORKER: XCT545	XCT545 P WORKER				
LAST UPDATED: 01 17 04					CASE STATUS: OPEN	CASE MODE: ONGOING				
ISSUANCE										
CAT	SEQ	ISSUANCE METHOD	METHOD REASON	EXP FS	DIRECT DEPOSIT	EFT PAYMENT	VENDOR PAYMENT	HOLD BENEFIT	OFFICE LOCATION	
WW										
FS	1	-	-	N	-	-	-	-	-	
NEXT TRAN: _____		PARMS: 6700236061_____								

The fields on this screen that apply to W-2 are:

Cat: This lists the category of W-2.

Direct Deposit: This option is no longer used by most financial institutions.

EFT Payment: Enter a 'Y' in this field if EFT needs to be initiated. This brings up screen AGET.

Vendor Payment: Enter a 'Y' in the field if a vendor payment needs to be initiated. This brings up screen AGVP.

Hold Benefit: When left blank, the check will be mailed to the address printed on the check. When a 'Y' is entered, all W-2 checks will be mailed directly to the local W-2 agency. A 'Y' in this field must be entered prior to the production of the benefit. For daily auxiliary benefits this code needs to be entered prior to the end of the day on which the checks are approved. To end a hold, change this indicator to 'N'. The hold process is a more permanent type of hold. Intercepting a check is for emergency type situations and is described further down in this document.

Query Bank Information - IQBA

Bank information is stored on screen IQBA and can be queried directly. To query financial institutions, enter IQBA in the tran and then <enter>. This brings up the entire listing of banks in CARES. To query banks in a specific county, enter IQBA in the tran and the county number in the parm and <enter>. This will bring up all of the banks contained in the listing that are located in the county requested.

IQBA		BANK QUERY - BY COUNTY			07/31/09 10:57	
XCT545 P WORKER						
COUNTY:						
SEL	BANK ID	BANK NAME	CITY ADDRESS	PAY TYPE IND	COUNTY NUM	
-	RC	BANK ONE - WEST	PEWAUKEE	E	67	
-	AN	BANK ONE APPLETON	APPLETON	E	44	
-	C3	BANK ONE FOND DU LAC	PRINCETON	E	24	
-	FV	BANK ONE JANESVILLE NA	EDGERTON	E	53	
-	KY	BANK ONE LARSEN	LARSEN	E	70	
-	94	BANK ONE MILWAUKEE	BROOKFIELD	E	67	
-	6Z	BANK ONE MILWAUKEE NA	EAGLE	E	67	
PF13 BIBA BANK DETAILS						
NEXT TRAN: _____ PARMS: _____ MORE...						

To see details, choose the desired row on IQBA and enter an 'X' in the Sel Field at the far left of the screen and hit PF13. This will bring up screen BIBA which lists the details for the bank selected from IQBA.

BIBA		BANK DETAILS			07/31/09 11:15	
XCT545 P WORKER						
COUNTY: 44 OUTAGAMIE COUNTY						
BANK ID: AN BANK ONE APPLETON_____						
ROUTING NUMBER: 075900834						
ADDRESS: _____ NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT						
_____ PO BOX 1859_____						
CITY: APPLETON_____ STATE: WI ZIP: 549131859						
PAY TYPE IND: E D - DIRECT DEPOSIT						
E - EFT						
PF13 IQBA BANK QUERY						
NEXT TRAN: _____ PARMS: AN_____						

If a new financial institution needs to be added to CARES, send the institution's name, address and routing number to the W-2 Help Desk via fax or email. The information will be added to CARES within 7 days of the request.

Electronic Fund Transfer (EFT) - AGET

This process electronically transfers money into a participant's bank account. No paper check is issued for this function. Banks that are not ACH members do not accept EFT payments, however almost all financial institutions accept EFT payments on behalf of their account holders. There are two categories of EFT, voluntary and mandatory.

Voluntary EFT is requested by the participant when they have or will be opening an account with a financial institution. It's important to inform all W-2 eligible households that this is a payment option for them. Use of

EFT reduces incidents of lost, forged and stolen W-2 checks and the time involved with processing stop payments and re-issuance of payments.

Mandatory EFT is generally used for participants required to have a protective payee. In this instance the agency must set up a 'state account' with a financial institution in the participant's community.

NOTE: EFT payments can only be issued from the W-2 Pulldown cycle. Delayed and daily checks will always be issued as paper checks.

To access the AGET screen, with the case number tran to AGBI and enter a 'Y' under EFT Payment. AGET collects information about the customer's bank account so that the W-2 payment can be electronically transferred into their account. AGET can also be tranned to directly using the case number in the parm.

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AGET                                EFT                                12/18/03 08:32
CASE: 5700314550                    WORKER: XCT545                    XCT545 P WORKER
LAST UPDATED:                        CASE STATUS: OPEN                CASE MODE: ONGOING

PROGRAM CODE: WW

DC:  __ BANK CODE:  __ BANK NAME:                                EFT REASON:  __

      NUMBER  UNIT  DIR  ST/RURAL RT/BOX#  SFX  QUAD  APT
BANK ADDRESS:

      CITY:                STATE:    ZIP:
TELEPHONE:

ACCOUNT TYPE:  _ ACCOUNT NUMBER:  _____
              ACCOUNT HOLDER NAME:  _____

IS EFT PAYMENT FOR THE CLIENT MANDATORY? (Y/N):  _

      DATE OF NEXT REVIEW OF EFT STATUS:  __ __ __

NEXT TRAN:  ____  PARMS: 5700314550_____
  
```

DC: Use this code to delete information that is in error or that no longer applies. AE is the only code allowed in this field.

Bank Code: Go to screen IQBA to select the proper bank. Each bank is assigned a 2 character code on IQBA. That code must be entered in this field. Once the bank code is entered, all of the other bank information will fill in automatically.

EFT Reason: This field accepts entries from reference table TEPR, which lists reasons for having the check electronically transferred into the bank account. An example is VO, client requested or volunteered to have the money sent by EFT.

Account Type: Enter a value from reference table TBAT, which lists bank count types, such as savings or checking.

Account Number: Enter the number of the bank account where the money is to be deposited.

Account Holder Name: Enter the account owner's name.

EFT Mandatory: Enter a yes (Y) or no (N) depending on if this EFT action is mandatory or not.

Date Of Next Review of EFT Status: If the answer for Is EFT Payment for the Client Mandatory is 'Y', then a review date must be entered for EFT status. This date is agency determined, but can be the same as the eligibility review date of the W-2 assistance group. The worker is expected at each eligibility review to re-evaluate the need for this date to be entered.

ADDING VENDOR PAYMENTS TO A W-2 CASE

Query Vendor Information - IQVN

Vendor names and addresses are stored on screen IQVN. If the vendor the agency wishes to use is not listed on this screen, the agency must obtain form [DOA-6448 – Taxpayer Identification Number \(TIN\) Verification](#) from the vendor and fax the form in to the W-2 Help Desk at (608) 327-6484. This form is located on the DOA VendorNet website. Please refer to [DFES Administrators Memo](#) 09-03 for more information on how to submit this form.

Vendor information can be queried several different ways, by name and vendor type, by SSN or by TIN. All vendors listed in CARES are required to have a SSN or TIN, so querying by one of those numbers is the best way to see if the particular vendor has been added to the data base. The vendor type codes are found on reference table TVTC.

In the screen print below, the vendor was queried with the TIN. When IQVN brings back the vendor information, the worker can enter the selection indicator at the bottom of the screen and use PF15 to go to the BIVN - VENDOR MAINTENANCE screen. This screen provides more identifiable information, including the vendor address, the CARES assigned vendor number, the last 4 digits of the TIN/SSN and the vendor type. Multiple records can be displayed on IQVN when querying by name and vendor number, so be sure to query BIVN for the details.

IQVN		VENDOR QUERY			07/31/09	09:29
					XCT545	P WORKER
SEL	VENDOR	VENDOR	TIN	VENDOR	VENDOR	
IND	NUMBER	STATUS		TYPE	DESC	NAME
1	000000988	Y	*****6789	CO	CORPORATION	ACME LP SUPPLY
SELECTION : ____ PF15 BIVN						
NEXT TRAN: ____ PARMS: 123456789_____						

To see specific vendor information, choose a vendor on IQVN, then enter the selection indicator number, for the vendor you wish to query, in the selection field at the bottom of the screen. Hit PF15 and screen BIVN will come up. This is the detailed information for the vendor selected.

BIVN	VENDOR MAINTENANCE	07/31/09	09:35
		XCT545 P	WORKER
MODE CODE	: I		
VENDOR NUM	: 000000988	VENDOR TYPE : CO	PAYEE TAX ID NUM : *****6789
VENDOR NAME	: ACME LP SUPPLY		
VENDOR ADDRESS	: 567	NUMBER UNIT DIR	ST/RURAL RT/BOX# SFX QUAD APT
		ST	
CITY	: MADISON	STATE : WI	ZIP : 55555
ACTIVE	: Y	(ACTIVE - Y, INACTIVE - N)	
W9 RECEIVED	: Y		
NEXT TRAN:		PARMS: 0000000988	

Setting Up Vendor Payments- AGVP

Prior to completing screen AGVP, screen BIVN must be queried to get the vendor number. Search for the vendor on BIVN and if found, write down the vendor number on a separate sheet of paper. If not found, have the vendor complete a DOA-6448 form and fax it to the W-2 Help Desk (see instructions above). The CARES assigned vendor number is needed in order to assign a vendor on AGVP. Once AGVP is completed and <enter> is hit, the vendor information is automatically brought over from the BIVN screen. This screen is used to initiate regular W-2 vendor payments. Job Access Loan (JAL) vendor payments are issued in a completely different process which is described in [Operations Memo 09-42](#).

To access AGVP, tran to AGBI with the case number. Enter a 'Y' under Vendor Payment and hit <enter>. A blank AGVP screen will display. AGVP can also be tranned to directly with the case number in the parm.

The next monthly benefit issuance cycle will pick up the vendor information and generate a check to the vendor for the amount listed on this screen. If the amount of the participant's benefit is not at least the amount of the vendor payment, CARES will issue to the vendor whatever amount is left of their benefit.

Regular W-2 vendor payments are not issued in the daily or delayed cycles, they are only created at W-2 Pulldown.

To end a vendor payment on a case, screen AGVP must be AE deleted. The Y entered on AGBI should automatically flip back to N when this screen is deleted.

AGVP	VENDOR PAYMENT		07/31/09 10:17					
CASE: 8700246581	WORKER: XCT545		XCT545 P WORKER					
LAST UPDATED:	CASE STATUS: OPEN		CASE MODE: ONGOING					
PROGRAM CODE: WW								
DC: ____	VENDOR NUMBER: 988_____							
TIN: 123456789	VENDOR NAME: ACME LP SUPPLY							
VENDOR TYPE: CO								
	NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
VENDOR ADDRESS:	567			MAIN				
						ST		
	CITY: MADISON		STATE: WI		ZIP: 55555			
TELEPHONE:								
VENDOR AMOUNT: 375_____				VENDOR REASON: VL				
ISSUE TWO PARTY CHECK (Y/N): N				CLIENT ACCOUNT NUMBER: 236987_____				
DATE OF NEXT REVIEW OF VENDOR PAYMENT STATUS: 10 31 09								
NEXT TRAN: ____		PARMS: 8700246581_____						

DC: If this screen must be deleted, enter the delete code here. The only valid delete code is AE.

Vendor Number: Enter the vendor number from screen IQVN or BIVN in this field.

Vendor Amount: Enter the dollar amount that will be sent to this vendor from this participant's W-2 check.

Vendor Reason: Enter the two letter reason code from reference table TVPR in this field. If Vendor Type is LR or LN, then the Vendor Reason must be VL (Voluntary).

Issue Two Party Check (Y/N): Indicate whether or not the check is to be made out to the vendor and the client. If answered 'Y', both parties must endorse the check.

Client Account Number: If the W-2 participant has an account number assigned by the vendor, enter that number in this field.

Date of Next Review of Vendor Payment Status: If a review of vendor status must be completed, enter the review date in this field. If a date is entered in this field, alert 082 –VENDOR PYMT STATUS REVIEW DUE, is sent to the worker at the end of the month prior to the month entered here. Alert 083 – VENDOR PYMT REVIEW PAST DUE is generated when this date becomes past due.

AUXILIARY PAYMENTS

Screen BICS is used to request auxiliary (also called supplemental) and replacement payments. These payments are issued by the daily payment cycle. Auxiliaries are usually requested to 1) supplement a monthly benefit, 2) replace a cancelled benefit or 3) replace a failed EFT payment. Auxiliary payments are never issued via EFT, they are always issued as a paper check. No vendor payments, sanctions or recoupments are deducted from an auxiliary check. However, an auxiliary payment can be used to off-set benefit recovery claims posted in CARES.

When an auxiliary is issued for a month that no other payment was made, CARES will automatically tick the Federal 60 month clock when generating the payment. The tick actually occurs during the benefit issuance batch cycle run in the evening, so if an auxiliary payment is cancelled on BICC the same day it's requested, no tick will occur.

An auxiliary payment that is requested for next month, can only be entered if the request is made after W-2 pulldown.

EXAMPLE: The FEP finds out on 4-19-09 that Jody's W-2 payment for 5-1-09 is \$30 short. The FEP tries to enter a request for the \$30 on BICS the same day, but receives an edit that says 'Auxiliaries can

not be requested before W-2 Pulldown'. The FEP must wait until the day after April W-2 Pulldown to request the auxiliary payment for May.

If an auxiliary is requested for a case that resides in an office that has no auxiliary approvers listed on BIAW, this error message will display: BXS - OFFICE HAS NO AUTHORIZED APPROVERS, NO AUX ALLOWED. No auxiliary can be created until approvers are added to screen BIAW for the office the case is in.

Auxiliary Approval Workers– BIAW

The auxiliary payment process in CARES requires action by two different workers in the issuance of a check. This two worker issuance process is intended to reduce the occurrence of worker fraud. The only staff that can approve an auxiliary are those listed on screen BIAW. They can approve auxiliary requests only for the offices in which they are authorized. If an approver requests an auxiliary payment, a different approver must process the approval, as CARES will not allow the same worker to request and approve an auxiliary.

Each agency makes the decision about who they assign as auxiliary approvers. The minimum number of approvers per office is two, the maximum (for larger agencies) is six.

Screen BIAW is used to collect and display designated W-2 auxiliary approval workers. Logon IDs displayed on this screen are the only staff that are allowed to approve W-2 auxiliary payments on screen BIWA. W-2 agencies are required to submit a form designating which workers are allowed to approve payment requests. This form is available in the DCF Forms Repository at the link below. BIAW is updated by State staff when a local W-2 agency submits form [DWSP-14746-E](#) - W-2 Auxiliary Approval Designation Form. The instructions for completing it are included with the form. The DWSP-14746-E must be faxed in to the W-2 Help Desk (608-327-6484) 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.

CARES users can query BIAW two different ways:

- 1) By entering BIAW in the TRAN, and a W-2 agency's eligibility office number (this is the 55XX of 56XX number). This allows the viewer to see which workers are the designated approvers for that office.
- 2) By entering BIAW in the TRAN and the CARES logon ID of a specific worker in the PARMS. This allows the viewer to see all of the offices for which a worker is authorized as an approver.

BIAW	W-2 AUXILIARY AUTHORIZED APPROVERS	08/06/09	10:43
		XCT546 P WORKER	
LAST UPDATED: 07 02 2009		LAST UPDATED BY: XCT456	
OFFICE: 5699	MILWAUKEE W2 REG 99, ABC INC.		
MAXIMUM USERS ALLOWED FOR THE OFFICE: 03			
USER ID	NAME		
XCTG71	LAURIE	L JONES	
XCTL40	DAVE	SMITH	
XCT545	MARY	DOE	
NEXT TRAN: _____	PARMS: 5605_____		MORE...

Last Updated Date: Displays the date the information for this office number was last updated.

Last Updated By: Displays the CARES logon ID of the person who last updated the information for this office number. The only staff who can update this screen are authorized State staff.

Office: The field displays the office number to which the listed approval workers are assigned.

Maximum Number of Users: The numerical entry in this field limits the number of approval workers that can be entered on this screen for an office number. The minimum number of approvers is 2, the maximum is 6.

User ID: The CARES logon ID of the designated approval worker assigned to this office.

Name: This displays the name of the worker (as listed on SMUM) that is assigned to the worker ID listed in the first column.

W-2 AUXILIARY REQUEST- BICS

Once an auxiliary request has been completed, an alert will immediately be sent to all approvers for the office during the nightly benefit issuance batch run. The alert is 394 - W-2 AUX WAITING APPROVAL. Once any approver for an office approves or cancels the auxiliary request, alert 394 will be automatically deleted for all approvers in the office.

BICS		W-2 AUXILIARY REQUEST				08/06/09 10:34			
						XCT546 P WORKER			
COUNTY:	40	OFFICE:	5605	CASE:	6700236061	CAT:	WW C	SEQ:	01
PAYEE :	ANDREA LEVERS				WORKER:	XCT546			
REGULAR BENEFIT AMOUNT:			628.00	CLAIM INDICATOR:	Y				
AUX RSN	AUXILIARY REQ AMT	PART. END DATE (MM DD CCYY)	PRD	CHECK NUMBER	CHECK DATE (MM DD CCYY)	BENEFIT NUMBER	BENEFIT DATE	OFFSET IND	
_____	_____	____	_____	_____	____	100050965	12/23/03		
_____	_____	____	_____	_____	____				
_____	_____	____	_____	_____	____				
_____	_____	____	_____	_____	____				
_____	_____	____	_____	_____	____				
TOTAL:				0					
ADDRESS:	657	ELM ST							
CITY:	MILWAUKEE			STATE:	WI	ZIP:	532010000		
NEXT TRAN:	_____	PARMS: 6700236061/WW C/01/100050965_____							

Case, Cat. Seq.: The case number, category code and sequence number of the W-2 AG for which the auxiliary is being requested.

Payee: This is the Primary Person for the case.

Worker ID: This is the logon ID of the worker requesting the auxiliary payment

Sup: This is the number of the supervisory unit in which the case resides.

Regular Benefit Amount: This is the amount of the most recently authorized W-2 payment for this assistance group.

Claim Indicator: This indicates if there currently is an open Benefit Recovery Claim with an outstanding balance for this assistance group.

Aux Reason: This field collects the auxiliary reason code from reference table TARC.

Request Amount: Enter the amount of the requested auxiliary payment in this field.

Part Prd End Date (MM DD CCYY):

Participation Period End Date: For an ongoing W-2 case, enter the last day of the participation period for which the auxiliary payment is being requested.

EXAMPLE: Good cause is given for several hours during the participation period of 7-16-09 through

8-15-09. When requesting the auxiliary payment, the date that is entered in this field is 8-15-09. CARES will use the last day of a PART PRD END DATE to automatically determine the Benefit Period (also called Benefit Month). The Benefit Period will be correctly displayed on the Benefit Issuances query screens.

NOTE: For the month of application, where the participant is initially placed in a paid placement between the 16th and the last day of the month, a separate check is issued during the Delayed Cycle for the partial participation period of the 16th through the last day of the same month. If an auxiliary request is made for this initial placement period, enter the last day of the month in this field rather than the 15th.

EXAMPLE: Karl applied for W-2 on 8-18-09 and was placed in a CSJ on 8-20-09. His first W-2 payment was generated on 9-6-09 for the period of 8-20-09 through 8-31-09, There were several hours sanctioned due to non-participation. The worker found that they had to good cause those hours of non-participation and issue an auxiliary. When requesting the auxiliary payment, the PART PRD END DATE that must be entered is 8-31-09.

Chk Number: When BICS is accessed using an 'M' in the parameter, this field is mandatory. This is where the agency enters the check number of the manual payment issued by the local agency.

Chk Date (MM DD CCYY): When BICS is accessed using an 'M' in the parameter, this field is mandatory. Enter the check date of the manual payment issued by the local agency.

Benefit Number: When a replacement auxiliary payment is requested, BICS must be accessed using the benefit number of the issuance being replaced in the parm. This field will populate automatically based on the benefit number that was entered in the parm.

Benefit Date: This is the Check/EFT date for the benefit number chosen from screen IQAF.

Offset Ind: This field appears only if a benefit recovery claim is currently open in CARES and there is an outstanding balance. Entering 'Y' for the Offset Indicator will reduce the amount of the outstanding claim by the amount of the payment entered on BICS. No paper check will be issued to the participant in this instance.

W-2 Auxiliary Request Approval – BIWA

BIWA displays the auxiliary requests waiting for approval for the offices for which the worker querying the page has authorization. If three different auxiliaries are requested at one time on BICS for the same case, three different auxiliary requests will display on this screen and can be denied or approved individually.

When ever an auxiliary is cancelled or held, this process generates alert 023- HELD/CANCELLED AUX REQUEST to the worker who requested the auxiliary.

The approval worker can use PF13 to tran directly to IQAF.

When an auxiliary is approved on BIWA, alert 394 that was originally issued to all the approvers in the office, is automatically deleted from all of the approvers' alert pages.

BIWA		W-2 AUXILIARY REQUEST APPROVAL					08/06/09 10:47		XCT546 P WORKER	
APP IND	CASE NUMBER	CAT	SEQ	WORKER ID	OFC NUM	REGULAR BENEFIT	REQUEST AMOUNT	AUX RSN	BENEFIT PERIOD	
P	0700328904	WW	C 01	XCT081	5689	673.00	673.00	909	06 01 2009	
P	1700470213	WW	C 01	XCTG70	5679	.00	250.00	909	06 01 2009	
P	3700467435	WW	P 01	XCT081	5689	.00	500.00	909	06 01 2009	
P	8700467782	WW	C 01	XCTI35	5679	.00	230.00	910	05 01 2009	
		A - APPROVE		H - HOLD		C - CANCEL		S - SELECT FOR IQAF		
PF13 IQAF										
NEXT TRAN: _____		PARMS: _____								

App Ind: An auxiliary request will automatically default to “P”-Pending’ in the approval indicator field. The approval worker must change the indicator to one of the following values: A-Approved, H-Held, or C-Cancelled. When A-Approved or C-Cancelled are entered for an auxiliary request, no further actions can be taken for that auxiliary request. These two codes are final dispositions so the auxiliary request will no longer display on this screen. If H-Held is entered for a request, later action can be taken on this screen for that request. To query screen IQAF for a case, enter “S” in this field and press PF13.

If an auxiliary needs to be cancelled after being approved on this screen, go to screen BICC to do so. An auxiliary must be cancelled before the end of the day it’s approved or else it will be generated.

Case / Cat / Seq: The case number, category code and sequence number of the W-2 AG for which the auxiliary payment has been requested.

Worker ID: Displays the logon ID of the worker that requested the auxiliary payment on screen BICS.

Ofc Num: The number of the office the case resided at the time the request was made on BICS. If the person accessing this screen is an auxiliary approver, only the offices for which they have approval will display here.

Regular Benefit Amt: Shows the amount of the last monthly W-2 payment issued to this AG if the case is currently open for W-2.

Request Amount: The amount of the auxiliary payment being requested. If more than one auxiliary request was made on BICS at one time, the three amounts will display in three separate rows on this screen.

Aux RSN: The reason code entered on BICS by the requestor of the auxiliary payment. Values are found on reference table TARC.

Benefit Period: The month for which the supplemental payment is requested, as entered on BICS by the requestor.

JOB ACCESS LOAN APPROVAL SCREENS

Job Access Loans are requested in the Benefit Recovery (BV) subsystem in CARES. The two screens that must be completed in order to request a JAL are BVJL and BVJW. Once a Job Access Loan has been approved by completing PF24 on BVJL, the payment request is sent to the Benefit Issuance subsystem for approval and payment processing. An agency must have JAL approvers designated and entered on the BIJA screen before a JAL can be requested in their office. The JAL approval process requires that one worker requests the loan and a different worker approves the payment, similar to the auxiliary payment procedure.

JAL APPROVER DESIGNATION SCREEN - BIJA

Prior to requesting JAL payments, each W-2 agency must submit a [Job Access Loan Payment Approval Designation Form, DCF-F-132](#). Instructions for completing it are included with the form. This form can be found in the DCF Forms Repository at the link provided. Agencies are required to submit the form in order to designate JAL approvers for their agency. The minimum number of approvers per eligibility office is 2 (the 55XX or 56XX number) and the maximum number of approvers is 4 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. BIJA can only be updated by Central Office staff.

If the agency does not complete a DCF-F-132 form, no JAL payments can be requested for their office. The 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 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.

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_____	

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.

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. At the same time, JAL approvers for the office in which the case resides will receive alert 440- JAL REQUEST WAITING APPROVAL. The JAL approver can do several functions on BIAJ, 1) approve, 2) place a hold on the request, or 3) select a particular payment and use the PF keys to go directly to pertinent screens.

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.

NOTE: A JAL request can not be cancelled on BIAJ. The request needs to be cancelled on screen BICC no later than the end of the day on which the JAL is approved on this screen.

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: _____ PARS: _____

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: 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 or JAL Requests

W-2 auxiliary and JAL payments are both issued out of the daily BI cycle. For this reason, JAL payments must also be cancelled on BICC. Both payment types can be cancelled on BICC any time after being requested. Once approved, these two payment types get picked up in the nightly BI cycle. For this reason, the cancellation must be entered before the end of the day on which they are approved or else a 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, alert 446 - JAL BENEFIT REQUEST CANCELLED is immediately sent to the one that requested the JAL.

The worker that receives the alert 446 must go back to BVJL and determine 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 JAL request can be denied.

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

CANCEL	CLAIM	TYPE	REASON	AMOUNT	PERIOD
—	1100006411	JL	JAL	685.00	04 11 2009
—		SU	907	85.00	05 01 2009
TOTAL :			770.00		

BICC CANCEL W-2 AUXILIARY/JAL REQUEST 06/19/09 08:07
 XCT546 P WORKER
 COUNTY: 40 CASE: 7700376077 CAT: WW C SEQ: 01
 PAYEE: SERENA SMITH WORKER: XCT545
 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.

W-2 REPLACEMENT CHECKS

Different actions are allowed on BICS dependent upon whether a replacement payment or supplemental payment is requested. Replacement checks must be issued when a payment that was issued for a month is refunded to the state, and needs to be re-issued to the participant at a later date. An auxiliary payment is used to supplement a payment amount for a particular month, issue a payment for a failed EFT or to issue a payment that, for various reasons, was not automatically generated by CARES.

Replacement checks can only be created to replace a payment that has already been issued. The replacement payment needs to be tied to the benefit number of the original payment. There are only two auxiliary reason codes that can be entered for a replacement, 900 and 901. (See chart below).

Only certain Auxiliary Reason codes from reference table TARC are allowed to be used for particular functions. This is based upon whether the payment requested is a replacement check, a supplement or a manual payment. Below is a chart that shows which parameters are required to enter the desired auxiliary reason codes from TARC.

Type of Auxiliary Payment Requested (Parms for Screen BICS)	Required Fields and Values
Auxiliary Payment (Case / Category / Sequence)	Auxiliary Reason Codes - 907, 908, 909, 910, 937 (allowed only if replacing a failed EFT payment) and 938 (allowed only if the W-2 AG is confirmed the same day).
Replacement Check (Case / Cat / Seq / Benefit Number)	Replacement Reason Codes – 900 and 901
Manually Issued Payment (Case / Cat / Seq / / M)	<p>This parameter is used to record manually issued W-2 payments, made outside of the CARES system. The Manual Issuance (MI) codes are 949, 950, 951, 952. The local agency check number and check date fields must be entered when using these parameters.</p> <p><i>No check is generated using this function. This function strictly records checks issued by local agencies.</i></p> <p>This function is to be used in 2 situations.</p> <p>1) If CARES is down for an extended period of time agencies may have to issue manual payments to participants. After CARES comes back on line, the worker must run eligibility for every benefit period (month) for which a payment was issued manually. The same day confirmation is completed, payments written by the local agency to W-2 participants must be recorded on BICS using this set of parameters.</p> <p>2) A Fatal Error or Abend occurs prior to establishing a confirmed case in CARES. In this instance the agency may have to locally issue payments to the participant. Once the CARES is fixed the worker must run eligibility and confirm the open W-2 AG for each month benefits were manually issued. The same day eligibility is run, for a specific month, BICS must be accessed with these parameters to record the local payments issued to the W-2 participant.</p> <p>The Offset Indicator is not enterable for this set of parameters due to the fact that CARES did not issue the check.</p>

INTERCEPTING W-2 AND VENDOR CHECKS

There are two ways to have participant checks come to the agency rather than be mailed directly to the payee. The first is to place a hold a check, which is entered in the participant's case on AGBI (see AGBI section above). The other way is to intercept a check that has already been generated in W-2 Pulldown. Both W-2 and vendor checks issued at pulldown can be intercepted. An intercept can only be requested during the two

days immediately following W-2 Pulldown. Note that the intercept process is only for emergency type situations.

INTERCEPTING A W-2 CHECK

The intercept process is different than holding a check. A hold on a check is applied BEFORE the check is generated. An intercept is applied AFTER a check has been generated but BEFORE it's mailed from Madison. The intercept process creates a report that is send to staff in the DCF mailroom. They use this report to physically pull paper checks from the thousands that have been printed, but not yet mailed. These pulled checks are then bundled and couriered to local agencies, rather than being mailed directly to the payee's address.

When an intercept is requested by a worker with a security level of 25, a two step process is required. The request screen is BIHD, which the level 25 worker can complete. BIIA is the request approval screen that must be completed by a worker with a security level of 50 or higher. If the intercept is requested by a worker with a security level of 50 or higher on BIHD, BIIA does not need to be completed.

BIHD – W-2 Intercept Request

Screen BIHD is used to request an intercept on a monthly W-2 check. This screen can only be accessed for two days after W-2 Pulldown. This screen is accessed using the case, category, sequence, and benefit number of the payment that needs to be intercepted. The intercept process is only to be used in emergency type situations. To place a permanent hold on a participant's payments, see the section on AGBI above.

For workers with a security level of 25, the only field that can be entered on BIHD is the 'Intercept Reason'. The values for the intercept reasons are found on reference table TIRC. Workers with a security level of 25 will have to have the intercept request approved by a worker with a security level of 50 or higher on screen BIIA.

BIHD	BENEFIT INTERCEPT REQUEST	07/28/09 15:14
		XCT546 P WORKER
COUNTY: 40	UNIT: 292	WORKER : XCT546
CASE : 2700246721	CAT : WW C	SEQ NUM: 2
PAYEE NAME : DOE	TONYA	
MAILING ADDRESS: 378	ELM	ST
	MILWAUKEE	WI 53201
INTERCEPT DATE : 07 28 09	INTERCEPT REASON: ____	
BENEFIT NUMBER : 100065588	BENEFIT DATE : 07 27 09	
NEXT TRAN: ____	PARMS: 2700246721/WW C/02/100065588_____	

Payee Name: The name that is displayed on the check. If ACDP is completed with a designated payee name (such as a protective payee), that will be displayed here.

Mailing Address: This is the address the check would be mailed to if not intercepted.

Intercept Date: Displays the current date.

Intercept Reason: Reason for intercepting the payment. Valid codes are on reference table TIRC.

Benefit Number: The unique CARES-assigned number identifying this payment.

Benefit Date: The issue date displayed on the check.

BIIA – Intercept Approval

Screen BIIA is only accessible to workers with a security level of 50 or higher. The approving worker must have access to the office in which the case resides. The intercept has to be approved within two days of W-2 Pulldown or else the check will go out in the regular monthly mailing.

The only fields that can be updated on this screen are the 'Intercept Reason' field, and the Y/N response field for the question 'Do you want to approve this intercept request?'.

BIIA	BENEFIT INTERCEPT REQUEST APPROVAL	07/08/09 15:17
		XCTB60 P WORKER
COUNTY: 40	UNIT: 60	WORKER : XCT546
CASE : 2700246721	CAT : WW C	SEQ NUM: 02
PAYEE NAME : DOE	TONYA	
MAILING ADDRESS: 378	ELM	ST
	MILWAUKEE	WI 53201
INTERCEPT DATE : 07 28 09	INTERCEPT REASON: ACH	
BENEFIT NUMBER : 100065588	BENEFIT DATE : 07 27 09	
DO YOU WANT TO APPROVE THIS INTERCEPT REQUEST: Y		
NEXT TRAN: _____	PARMS: 2700246721/WW C/02/100065588_____	

The same fields displayed on BIHD are also displayed on screen BIIA. However, one additional field is displayed for workers with a security level of 50 or higher.

Intercept Reason: Reason for intercepting the payment. Valid codes are on reference table TIRC.

Do You Want To Approve This Intercept Request: This is where the intercept approval code is entered. Valid values are 'Y' or 'N'. This field must coded with a 'Y' before the BI intercept cycle runs the second night after W-2 Pulldown in order to intercept this payment. If a 'Y' is not entered before the intercept cycle, the payment will be mailed to the address listed on the check.

INTERCEPTING W-2 VENDOR CHECKS

New functionality has been added so that regular W-2 vendor payments can be intercepted within two days of W-2 pulldown. This functionality is not available for JAL vendor payments as JAL payments are always held and sent directly to the agency that made the request.

NOTE: Some vendor payments created in the monthly W-2 pulldown cycle include payments on behalf of multiple W-2 cases. This is particularly true for utility company payments. There may be two or three W-2 participant's utility payments included in one vendor check created at W-2 pulldown. When this is the case, the agency is not allowed to intercept the vendor payment. An error message will display that asks the worker to contact the W-2 Help Desk for assistance.

The functionality on BIVI and BIVA work similar to the other two intercept screens mentioned above, BIHD and BIIA. If a worker is a security level 25, they can request the intercept, but they are not able to approve it. A

worker with the security level of 50 or higher needs to approve the request. If the worker requesting it is a level 50, they can complete BIVI, then tran to BIVA and approve the intercept request themselves.

BIVI – Vendor Intercept Request

Use this screen to request an intercept for a regular vendor check.

BIVI	VENDOR INTERCEPT REQUEST	08/27/09 09:40
		XCT545 P WORKER
COUNTY: 40	UNIT: 292	WORKER : XCT546
CASE : 0700448209	CAT : WW C	SEQ NUM: 01
PAYEE NAME : JONES	RUTH	
MAILING ADDRESS: 4569	MAIN	ST
	MILWAUKEE	WI 53201
INTERCEPT DATE : 08 27 09	INTERCEPT REASON: ____	
BENEFIT NUM	VENDOR CHECK DATE	VENDOR CHECK NUM
100065681	08 25 09	J4009014
NEXT TRAN: ____	PARMS: 0700448209/WW C/01/100065681/J4009014	_____

Payee Name: The name that is displayed on the check. If ACDP is completed with a designated payee name (such as a protective payee), that will be displayed here.

Mailing Address: This is the address the check would be mailed to if not intercepted.

Intercept Date: Displays the current date.

Intercept Reason: Reason for intercepting the payment. Valid codes are on reference table TIRC.

Benefit Number: The unique CARES-assigned number identifying this payment.

Vendor Check Date: The issue date displayed on the check.

Vendor Check Num: The check number assigned to this payment by the Dept of Administration.

BIVA – Vendor Intercept Request Approval

When a worker with a security level of 25 requests to intercept a vendor payment on BIVI, the request must be approved by a worker with a security level of 50 or higher. This screen will not be available if the worker requesting the intercept is a security level of 50 or higher, as approval is not necessary in this case.

This screen works similar to BIIA. There are only two updatable fields on the page, the intercept reason and the response field for the question 'Do You Want To Approve This Intercept Request'.

BIVA	VENDOR INTERCEPT REQUEST APPROVAL	08/31/09 09:42
		XCTB60 P WORKER
COUNTY: 40	UNIT: 60	WORKER : XCT546
CASE : 0700448209	CAT : WW C	SEQ NUM: 01
PAYEE NAME : JONES	RUTH	
MAILING ADDRESS: 4569	MAIN	ST
	MILWAUKEE	WI 53201
INTERCEPT DATE :	INTERCEPT REASON: ACH	
BENEFIT NUMBER	VENDOR CHECK DATE	VENDOR CHECK NUM
100065681	08 25 09	J4009014
DO YOU WANT TO APPROVE THIS INTERCEPT REQUEST: N		
NEXT TRAN: _____ PARMS: 0700448209/WW C/01/100065681/J4009014_____		

Intercept Reason: Reason for intercepting the payment. Valid codes are on reference table TIRC.
Do You Want To Approve This Intercept Request: This is where the intercept approval code is entered. Valid values are 'Y' or 'N'. This field must coded with a 'Y' before the BI intercept cycle runs the second night after W-2 Pulldown in order to intercept this payment. If a 'Y' is not entered before the intercept cycle, the payment will be mailed to the address listed on the check.

BENEFIT ISSUANCE QUERY SCREENS

The Benefit Issuance Query screens are divided into four categories. The menu screens for these categories are: 1) MNBH - Benefit Issuance History Menu, 2) MNBA - Benefit Issuance Auxiliary Menu, 3) MNBS - Benefit Issuance Support Menu and 4) MNBN - Benefit Issuance Vendor Menu. The Vendor Menu had screens that were not functional, but in August, 2009 all of the screens in the vendor menu have been fixed and are required to be used when returning, cancelling, intercepting or issuing stop payments for all vendor checks payments, including JALs.

Benefit Issuance History Menu – MNBH

The payment history query screens for W-2 are located on the MNBH menu in CARES. These screens show information on every W-2 payment issued to or on behalf of a participant. Below is a print of the MNBH menu screen. The functions that are in **bold** apply to W-2 cases.

MNBH		BENEFIT ISSUANCE HISTORY MENU		01/02/04 08:34	
				XCTR85 P WORKER	
FUNCTION NUMBER	FUNCTION DESCRIPTION	TRAN CODE	PARAMETERS		
1 - AFDC/W-2	ISSUANCE HISTORY-DISBURSEMENT	(IQAF)	CASE/(CAT/SEQ/BEG DT/END DT)		
2 - AFDC/W-2	ISSUANCE HISTORY-DETAILS	(IQAD)	CASE/CAT/SEQ/BNFT NBR		
3 - AFDC/W-2	VENDOR HISTORY	(IQAV)	CASE/CAT/SEQ/BNFT NBR/BNFT RSN/BNFT PRD/(CHK NBR)		
4 - FS	ISSUANCE HISTORY-DISBURSEMENT	(IQFS)	CASE/(CAT/SEQ/BEG DT/END DT)		
5 - FS	ISSUANCE HISTORY-DETAILS	(IQFD)	CASE/CAT/SEQ/BNFT NBR		
6 - AFDC/W-2	YEARLY SUMMARY	(IQAT)	CASE/(CAT/SEQ/BEG YR/END YR)		
7 - FS	YEARLY SUMMARY	(IQFT)	CASE/(CAT/SEQ/BEG YR/END YR)		
8 - AFDC/W-2	ISSUANCE HISTORY-PAYMENT PRD	(IQAM)	CASE/BEG MMCCYY/(END MMCCYY)		
9 - FS	ISSUANCE HISTORY-PAYMENT PRD	(IQFM)	CASE/BEG MMCCYY/(END MMCCYY)		
10 - VIEW W-2	PAYMENT CALCULATION	(IQWD)	CASE/CAT/SEQ/BNFT NBR		
*** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION _____					
PARMS: _____					
NEXT TRAN: _____ PARMS: _____					

The benefit issuance query screens that show W-2 payment information are: IQAF, IQAD, IQAV, IQAT, IQAM and IQWD. All of these screens require a case number in the parms, some also require the category, sequence, benefit number and check number in the parms.

IQAF - AFDC – W-2 Issuance History Disbursement

This lists all regular payments made to a W-2 assistance group. The case number is all that's needed to access IQAD. For each payment, it shows the benefit number (assigned by CARES), the check number (assigned by the Department of Administration), the date the check was created, the amount and the check disposition if the payment was refunded or returned. If the payment is a vendor payment, the amount will show up as \$0 on this screen. Details of the vendor payment must be viewed on IQAD and IQAV.

If a case received AFDC payments in the past, those payments will be listed on this screen.

From IQAF, other screens can be accessed by using the different PF keys listed at the bottom. To go to another screen, enter an 'X' or 'S' in the SEL field for one of the payments listed, and hit the appropriate PF key for the screen you wish to query. CARES will automatically place the correct information in the parms when using the PF keys to maneuver in the BI subsystem.

Regular JAL payments show up on this page along with all other W-2 benefits. However, if the JAL was issued as a vendor payment, no check number will display and the check amount will show as \$.00. Details of the JAL vendor payment can be viewed on IQAD and IQAV.

The PF18 and PF19 functions are used to access screen BICS in order to create a auxiliary or replacement payment respectively.

To request an auxiliary payment, select the desired benefit month on IQAF by entering an 'S' or 'X' in the SEL field. Then hit the PF18 key. The BICS screen will come up and the information for the auxiliary payment can be entered.

To request a replacement check, select the payment from IQAF that needs to be replaced by entering an 'S' or 'X' in the SEL field, and hit PF19. The BICS screen will come up and the benefit number and benefit date will be automatically brought over from IQAF. Enter the required information to complete the request.

IQAF										AFDC/W-2 ISSUANCE HISTORY - DISBURSEMENT		09/02/09 14:36			
CASE										CAT		SEQ		PRIMARY PERSON NAME	
4700467045														XCT545 P WORKER	
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	100065564	J2008003	07 22 09	575.00	IS	07 21 09	40	5605				
_	WW	C	01	100065349		06 01 09	.00	IS	06 01 09	40	5605				
										PAGE : 1					
PF14 IQAD		PF15 IQAP		PF16 IQAT		PF17 IQWD		PF18 BICS-SUPPL		PF19 BICS-REPL					
NEXT TRAN: _____			PARMS: 4700467045_____												

Case/Cat/Seq: The case, category and sequence number for the assistance group

Primary Person Name: The name of the primary person on the case.

SEL: The selection field used to select a row when using the PF keys to navigate to other screens. 'S' and 'X' are the valid entries.

Benefit Num: The number CARES randomly assigned to this issuance. This number identifies the payment and is used when querying payment details, entering payment dispositions or requesting a stop payment.

Check Num: The number DOA assigned to this paper check. When no check number appears it could be due to several reasons, 1) the payment was made via EFT, 2) the payment was sanctioned down to \$0 or 3) the payment is a JAL vendor payment.

CHK/EFT Date: This is the date that is printed on the check or the date that the EFT payment was sent to the participant's account.

CHK/EFT Amount: The amount of the payment after all deductions.

Disposition Cd: This shows the disposition of the payment. Valid values are found on reference table TDIC.

Disposition RSN: This is the reason for changes made to the payment disposition after the payment has been issued. Entries are made by local staff, Bureau of Finance staff or by CARES batch cycles. Because entries are made on various screens that update the disposition, there are four reference tables that contain the valid values for this field. Those reference tables are TRRC, TREC, TIRC and TCRC. IQAF shows the most current disposition, all historical dispositions are displayed on screen IQAP for this benefit.

Disposition Date: The date the most recent disposition was updated.

Cty Num: The number of the county in which the case resided at the time the benefit was created by the BI cycle.

Off Num: The number of the eligibility office in which the case resided at the time the benefit was created by the BI cycle.

RTN Ind: When a check is returned either to the agency or to Madison the worker must code the type of return it is. Valid values are found on reference table TRMI.

IQAD – Issuance History Details

This screen is accessed by choosing a payment on screen IQAF with an 'X' or 'S', and hitting PF14. It displays details for the payment selected and can also be tranned to directly using case/cat/seq/benefit number in the parms. Details of a single issuance are shown here. More than one month's benefits may be covered in an auxiliary payment; IQAD will list separately each payment month included in the auxiliary issuance. For instance, if an auxiliary payment is requested on screen BICS for June, July and August all at the same time, one check will be produced and sent to the participant. The IQAD screen for that check will list each month's payment amount.

IQAD		AFDC/W-2 ISSUANCE HISTORY - DETAILS				08/06/09	10:18
						XCT546 P WORKER	
CASE NUM	CAT	SEQ	BENEFIT NUM	TOTAL VENDOR AMT			
6700236061	WW C	01	100052368	.00			
PAYEE TYPE:	PR		ADDRESS IND:				
PAYEE NAME:	LEVERS, ANDREA		AFFIDAVIT RCV DT:				
BANK NAME:			REPL CHK NUM:				
ADDRESS:	657	ELM ST	REPL CHK DATE:				
	MILWAUKEE	WI 53201	CHK/EFT DATE: 04 28 04				
			RUN TYPE IND: W				
SEL	BEN	BEN	PERIOD	BENEFIT	RECOUP	OFFSET	RETURNED
	TYPE	RSN	COVERED	AMT	AMT	AMT	AMT
_	MN		04 01 04	606.00	67.00	.00	.00
PF14 IQAV		PF15 IQAF	PF16 IQAP	PF17 IQAM	PF18 IQWD		
NEXT TRAN: _____		PARMS: 6700236061/WW C/01/100052368_____					

Case Num: The case number to which the payment was issued.

Cat: This is the category of W-2.

Seq: W-2 sequence number within the category

Benefit Number: The number CARES randomly assigned to this individual payment.

Total Vendor Amount: The total amount paid to a vendor for this benefit number.

Payee Type: Defines if the payee is: PR – Primary Person of the case, PP – Protective Payee, LG – Legal Guardian or JL – Job Access Loan. Valid values are found on reference table TREP.

Payee Name: The name of the payee. This is the primary person's name or if there is an alternate payee entered on ACDP this will be that individual's name. If the payment is a vendor payment made out to the vendor and the JAL applicant, the JAL applicant's name and address will display here.

Affidavit Rcv Dt: The date on which an Affidavit of a Lost, Destroyed or Stolen Checks or Benefits form was received from the client. This information is entered by Department of Children and Families financial management staff once they receive the affidavit from the local W-2 agency.

Bank Name: If this payment was made by EFT, the name of the financial institution will display here.

Address: The address or alternate mailing address of the payee or JAL applicant.

Repl Chk Num: This field will display a number when a replacement check is issued for a benefit that had a stop payment entered. DCF fiscal staff enter replacement check information.

Repl Chk Date: Displays the date on which the replacement check was produced.

Address: This is payee's address. If the payment is EFT, the bank address displays.

Chk / EFT Date: Displays the issue date on the original check.

Run Type Ind: Run Type Indicator - This field identifies the payment cycle that produced the check. W = W-2 Pulldown, V = Delayed Cycle, D = Daily Cycle.

Ben Type: This indicates the payment type that the benefit issuance cycle produced. IN = Initial, MN = regular monthly payment, SU = Supplemental (auxiliary) and JL = Job Access Loan are the values applicable to W-2 payments. These values are found on reference table TBTC.

Ben Rsn: This field displays the reason for an auxiliary payment. The reason codes are found on reference table TARC.

Period Covered: This is the first day of the benefit period for which these benefits were paid. For Monthly benefits with a type of MN, this field will display as the first day of the benefit month. For Auxiliary payments with the type of SU, this date is derived based upon the W-2 participation period end date entered on BICS by the auxiliary requestor. For Initial benefits with the type IN, this will be the eligibility begin date listed on AQAE for the newly confirmed assistance group. For the JL benefit type, the date will be the date the loan was approved on BVJL.

Benefit Amt: This displays the actual amount of the check. This is the amount after all deductions (such as recoupments, Learfare penalties and sanctionable hours) have been made.

Recoup Amt: This displays the dollar amount subtracted from the benefit to repay a CARES benefit recovery claim for which this W-2 AG is liable and which has an outstanding balance.

Offset Amt: This pertains to auxiliary payments only. If an amount owed on a CARES claim is deducted (offset) from an auxiliary payment, the offset amount displays here.

Returned Amt: If the payment (or portion there of) that was returned for any reason, the returned portion will be listed in this column.

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

This screen is used to view details of a vendor payment. IQAV shows the detailed information regarding returns, stop payments and re-releases for a specific vendor payment. This presents a summary of all actions taken by either local agency staff or central office staff when coding returns, re-issuing a check or placing a stop payment on this benefit number. The current and historical disposition information is displayed here.

All detailed information related to vendor payments is displayed here. This vendor screen combines fields, that for regular W-2 payments, are displayed on IQAF, IQAP and IQAD. This screen is not accessible if there is no vendor payment for a particular benefit number.

IQAV AFDC/W-2 ISSUANCE HISTORY - VENDOR DETAILS							11/17/09	10:27
							XCT545	M WELCH
CASE	CAT	SEQ	BENEFIT NUM	BENEFIT TYPE	BENEFIT RSN	PERIOD		
2700246721	WW C	2	100065257	JL	JAL	05 26 09		
VENDOR NAME				VENDOR NUM	VENDOR AMT			
CONLEY, JACK				58	950.00			
VENDOR	VENDOR	TWO	VENDOR					
CHECK NUM	CHECK DT	PARTY ?	TYPE					
J1000004	05 27 09	Y	LN					
VENDOR	VENDOR	VENDOR	VENDOR	VENDOR RTN	VENDOR REPL			
DISP RSN	DISP	DISP DT	RTN AMT	METHOD	CHECK NUM			
RNR	CN	09 08 09	.00					
PR	RT	09 08 09	950.00	3				
	IS	05 26 09	.00					
PF14 IQAD		PF15 IQAP		PF16 IQAM		PF18 NEXT VENDOR		
NEXT TRAN: _____		PARMS: 2700246721/WW C/02/100065257/JAL/05262009_____						

Case, Cat Seq Benefit Number: These fields are displayed on all benefit issuance screens.

Benefit Type: This will either be MN – Monthly or JL-Job Access Loan. Valid values are found on reference table TBTC.

Benefit RSN: For a JAL vendor payment, this field will display JAL. If this is a regular vendor payment, this field will be blank. Valid values are found on reference table TARC.

Period: For JAL vendors, this will be the date the JAL claim was approved on BIAJ. For regular monthly vendor payments, this is the benefit month for which the vendor payment is made.

Vendor Name: This is the name of the vendor as entered on screen BIVN.

Vendor Num: This is the number assigned to this vendor when it was entered on screen BIVN.

Vendor Amt: This is the amount of this check.

Vendor Check Num: The number assigned to this payment by the WI Dept. of Administration, and written on the check.

Vendor Check Dt: This is the date the check was printed.

Two Party?: This indicates if this payment is a two party vendor check or not.

Vendor Type: This identifies the type of vendor, as entered on BIVN. Valid values are on reference table TVTC.

Vendor Disp Rsn: The reason codes listed here can be a result of entries made by local agency staff, central office staff or by the CARES benefit issuance cycles. Entries displayed on IQAV can be the result of entries made on BIVR, BIVE, BIVS and BIVC. For this reason, there are four different reference tables that the disposition codes reside on. These codes can be found in reference tables TRRC, TREC, TIRC or TCRC.

Vendor Disp: This field displays the disposition reason code as entered on BIVR and BIVC. The codes are found on reference table TDIC.

Vendor Disp Dt: This is the date that the disposition was entered in CARES on one of the return or stop payment screens.

Vendor RTN Amt: The amount of the vendor check that is being returned.

Vendor Return Method: This field displays the return method indicator code that was entered on BIVR. These values are found on reference table TRMI.

Vendor Repl Check Num: If a replacement check is generated by Bureau of Finance staff in Central Office, the check number of that replacement will be displayed here.

IQAP - AFDC/W-2 Issuance History – Disposition

IQAP shows the detailed information regarding returns, stop payments and re-releases for a specific benefit number. This presents a summary of all actions taken by either local agency staff or central office staff when coding returns, re-issuing a check or placing a stop payment on this benefit number. This screen shows the historical dispositions for a benefit number. The most current disposition displays on screen IQAF. If no dispositions exist other than the current one, this screen can not be accessed.

IQAP AFDC/W-2 ISSUANCE HISTORY - DISPOSITION				04/12/05 12:30	
				XCT546 P WORKER	
CASE	CAT	SEQ	BENEFIT NUM		
1700321013	WW C	1	100052885		
DISP	HISTORICAL		RETURN METHOD	DISP	
RSN	DISP CODE		INDICATOR	DATE	
RM	RT		3	08 31 2004	
P3	RT		3	08 31 2004	
	IS			06 24 2004	
PF14 IQAF			PF15 IQAD		
NEXT TRAN: _____			PARMS: 1700321013/WW C/01/100052885_____		

Disp Rsn: The reason codes listed here can be a result of entries made by local agency staff, central office staff or by the CARES benefit issuance cycles. Entries displayed on IQAP can be the result of entries made on BIRB, BIRR, BISP and BICB. For this reason, there are four different reference tables that these values reside on. These codes can be found in reference tables TRRC, TREC, TIRC or TCRC.

Historical Disp Code: This field displays the disposition reason code as entered on BIRB and BICB. The codes are found on reference table TDIC.

Return Method Indicator: This field displays the return method indicator code that was entered on BIRB. These values are found on reference table TRMI.

Disposition Date: Displays the date the action was entered on screens BIRB, BIRR, BISP or BICB.

IQWD – View W-2 Payment Calculation

This screen shows the participation time frames for the payment selected from IQAF, IQAD or IQAM. This screen is available only when the W-2 payment is made from the monthly or delayed cycles. It also shows a

summary of all deductions taken from the payment for this participation period. IQWD will not display for auxiliary payments or JALs.

If an adjustment is made to non-participation hours on WPNH after W-2 Pulldown, this screen will display the amount to be recouped or supplemented.

IQWD maintains a history of adjustments made to payments for a month. The history can be accessed by hitting the PF8 key.

ORIGINAL PAYMENT		ADJUSTED PAYMENT	
BASE W-2 PAYMENT	: 673.00	BASE W-2 PAYMENT	: 673.00
DRUG FELON	: - 0.00	DRUG FELON	: - 0.00
RECOUPMENT	: - 0.00	RECOUPMENT	: - 0.00
LEARNFARE PENALTY	: - 0.00	LEARNFARE PENALTY	: - 0.00
HOURLY REDUCTION	: - 0.00	HOURLY REDUCTION	: - 0.00
VENDOR PAYMENT	: - 0.00	VENDOR PAYMENT	: - 0.00
-----		-----	
CHECK/EFT AMOUNT	: 673.00	ADJUSTED W-2 PAYMENT:	673.00
		CALCULATED SUPPLEMENT:	0.00
		CALCULATED RECOVERY :	0.00

Case, Cat, Seq: This displays the case number, category code and sequence number of the W-2 assistance group for which the payment was made.

Benefit Num: This is the unique benefit ID number CARES assigned to this payment.

Participation Period: Displays the participation period for which the payment was made. The participation period always runs from the 16th of one month to the 15th of the following month, inclusive. For initial payments made in the delayed cycle, the participation period is split in two, one period is from the 16th through the last day of the month, and the other participation period is from the 1st of the next month through the 15th.

Payment Month: This will always be the month after the month in which the participation period end date falls. If the participation period ends on December 15th, then the payment month will be January. This is true for payments made from both W-2 Pulldown and the Delayed Cycle.

Last Updated Date: This date shows the last date a change was made to WPNH. For example, if an adjustment is made retroactively to non-participation hours on WPNH and a calculated supplement or recovery amount is determined for a payment in the past, the last updated date will show the date the calculated supplement or recovery amount was added to this screen.

Original Payment: This column shows the payment calculation that was generated by W-2 Pulldown or by the Delayed payment cycle for the selected participation period. Deductions for Drug Felons, Recoupments, Learnfare Penalties, Hourly Reductions and Vendor Payments that actually were taken from the W-2 payment will be displayed here. The amounts listed in this column will not change when supplements or recoveries are recalculated.

Check/EFT Amount: This field shows the actual amount of money paid to the participant for this participation period.

Adjusted Payment Column: This column shows deductions that were taken from the participant's payment at W-2 Pulldown or in the Delayed Cycle but also shows retroactive changes made to hours of participation. The deductions for Drug Felon, Recoupment, Learnfare Penalty and Vendor Payment will not change. However, if hours of non-participation are changed retroactively for this timeframe on WPNH, the field for

Hourly Reduction will be updated here. When Good Cause hours are added on WPNH, the figure in the hourly reduction field will be reduced. When non-participation hours are added, the amount in the hour reduction field will be increased. At the same time, the Adjusted W-2 Payment field will show a different value than the amount in the Check/EFT Field.

Adjusted W-2 Payment: When a change is made to non-participation hours, CARES recalculates the monthly payment to show what the amount should have been and automatically updates this field with that amount. This amount must be compared to the Check/EFT amount under the Original Payment Column. The difference in these two amounts equals the amount of money that must be supplemented or the amount that must be recovered.

Calculated Supplement: When changes are entered to reduce sanctionable hours on WPNH after the W-2 benefit has been issued, the Calculated Supplement amount will display in this field. This amount will show up on IQWD at the same time the entry is made on WPNH. When a Calculated Supplement is shown, an auxiliary payment must be requested for that amount.

Calculated Recovery: When changes to non-participation are made to increase sanctionable hours on WPNH after the W-2 benefit has been issued, the Calculated Recovery amount will display in this field. When a Calculated Recovery amount is shown, a Benefit Recovery Claim must be created so that the overpayment can be collected.

IQAM – AFDC/W-2 Issuance History – Payment Period

This screen displays payment transactions for a requested period of time. It lists all auxiliaries, monthly and delayed payments made to this case for a benefit month. It itemizes deductions for recoupments or offsets, hourly sanctions, Learnfare sanctions, and Drug Felon sanctions. IQAM also lists W-2 vendor payments made from the monthly benefit cycle.

When tranning to this screen, a date or date range must be entered in the parm behind the case number. By entering one month (in format MMCCYY) the total benefits for that month will be displayed. By entering a date range (in format MMCCYY/MMCCYY) all benefits generated for that range of dates will be displayed.

Job Access Loan payment information will not display on this page.

IQAM AFDC/W-2 ISSUANCE HISTORY - PAYMENT PERIOD											08/10/09 15:03
											XCT545 P WORKER
CASE	BEG PERIOD		END PERIOD								
4700319445	01 2006		12 2006								
CURRENT PRIMARY PSN NAME					TESTER, HAPPY						
SEL CD	CAT SEQ	BEN NUMBER	BEN PERIOD	BEN RSN	BEN TYP	BEN AMT	RECOUP/ OFFSET	DOCKING/ DR FELON	RTN LFARE	AMT/ FN	VENDOR AMT
_	WW C	1 100059315	06 01 06		MN	673.00	73.00	.00	600.00		.00
_	WW C	1 100058957	05 01 06		MN	673.00	.00	.00	.00		.00
_	WW C	1 100058578	04 01 06		MN	673.00	.00	28.00	.00		.00
_	WW C	1 100058264	03 01 06		MN	673.00	.00	.00	.00		.00
_	WW C	1 100057966	02 01 06		MN	673.00	.00	.00	.00		.00
TOTALS FOR THE PERIOD						4038.00	73.00	70.00	600.00		.00
							.00	28.00	.00		
PF14 IQAV		PF15 IQAF		PF16 IQAP		PF17 IQAD		PF18 IQWD			
NEXT TRAN: _____		PARMS: 4700319445/012006/122006_____ MORE...									

Case: The case number entered in the parms to access this page.

Beg Period / End Period: The date or date range entered to access this page. The date format must be MMCCYY.

Current Primary Psn Name: Name of the primary person of this case.

Cat/Seq: The category of W-2 or AFDC assistance and the sequence number within the category.

Ben Number: This is the CARES assigned number used to identify this payment.

Ben Period: The month for which this payment was made.

Ben Rsn: If the payment is an auxiliary payment, the benefit reason will display here. The reason codes are found on reference table TARC.

Ben Typ: This identifies the benefit type. For W-2 the types are IN – initial, MN – monthly pulldown, or SU – Supplement. These values are found on reference table TBTC

Ben Amt: This is the amount of the benefit before any deductions are made.

Recoup/Offset: If a monthly benefit had a recoupment taken out of this payment, the recouped amount will display in the first row. If this payment was an auxiliary issuance and an offset was made, the offset amount will display in the second row in this column.

Docking/Dr Felon: When hourly sanctions are deducted from a payment, the dollar value of the sanctions will display in the first row. If a drug felon sanction is deducted, the amount will display in row two in this column.

Return Amt/Lfare Fn: If a payment is returned for whatever reason, the amount of the return will display in the first row. When a Learnfare fine is deducted, the amount of the fine will display in the second row in this column.

Vendor Amt: When a vendor amount is deducted from the monthly payment, the amount of the vendor payment will display in this column.

IQAT – W-2 Yearly Summary

This screen provides an annual summary of W-2 payments and payment reductions. It displays the annual totals paid to the participant and vendors, as well as the total deductions for fines, sanctions, recoupments, vendor payments and returned payments made through out the year. AFDC payments are also displayed on this screen if this case received them.

JAL payments are not included in the totals on this screen.

IQAT		AFDC/W-2 YEARLY SUMMARY							04/02/04 12:41	
CASE	CAT	SEQ	FROM YR	TO YR	PRIMARY PERSON	NAME	XCT546 P WORKER			
3700262132			2001	2004	GARFIELD	ANNA				
YEAR	CAT	SEQ	GRANT	RECOUP/	DOCKING/	VENDOR/	CASH	REFUND	CHECK/EFT	
	CD		AMOUNT	LFARE	DRUG	FELON	VEND	AMOUNT	AMOUNT	
				FINE			RTN			
2004	WW	C 1	2019.00	.00	.00	.00	100.00	.00	1919.00	
				.00	.00	.00	100.00			
2003	WW	C 1	4935.00	.00	628.00	.00	.00	.00	4935.00	
				.00	.00	.00	.00			
2002	WW	C 1	5709.00	.00	.00	.00	.00	.00	5709.00	
				.00	.00	.00	.00			
2001	WW	C 1	303.00	43.00	.00	.00	.00	.00	260.00	
				.00	.00	.00	.00			
			PF14 IQAF							
NEXT TRAN: _____			PARMS: 3700262132/WW C/01/2001/2004_____							

Case / Cat / Seq: The case number, category code and sequence number for the assistance group that received the payments.

From Yr: If this screen is accessed using a begin year this value will display here. The screen will display AFDC/W-2 issuances to the assistance group beginning with that year. If there were no issuances in that year then the display will begin with the first year for which the household was issued payments.

To Yr: If this screen is accessed using an end year value, that will display here. Only issuances made to the assistance group through that year will display on the screen.

Primary Person Name: This shows the name of the Primary Person for this case.

Year: This column lists the year for which the payments are displayed.

Cat Cd: This is the category code for the assistance group to whom the payments were made.

Seq: This is the sequence number of the category code for the assistance group to whom the payments were made.

Grant Amount: The total gross payment amount for the year, prior to any deductions, paid to this assistance group.

Recoup: The top row in this column displays the annual amount recouped from the W-2 payment.

Docking: The top row in this column displays the annual total deducted from the W-2 payments for hourly sanctions.

Vendor: The amount on the top row is the annual amount in vendor payments made on behalf of this assistance group.

Lfare Fine: The second row in this column displays the annual amount deducted for LearnFare fines for this assistance group.

Drug Felon: The second row in this column shows the annual amount deducted for Drug Felon sanctions from this assistance groups payments.

Vend Rtn: The second row in this column displays the annual amount in vendor payments that were returned to the W-2 agency.

Cash Refund Amount: This lists the annual total of cash returns refunded to the agency for this assistance group.

Check / EFT Amount: This amount is the total in payments actually paid to the participant less any recoupments, LearnFare and hourly sanctions and vendor payments.

CHECKS RETURNED TO THE AGENCY AND RELEASED OR RE-ISSUED

W-2 agencies are responsible for tracking receipt and disbursement of all W-2 and vendor checks handled within their agency. If a check is held or intercepted, the worker must complete screen BIRB with the proper coding. If a check is returned in the mail, or by a participant in partial or in full, the worker must code BIRB with the proper codes. By completing the screen the agency has documentation of what checks it received and how they were handled.

Coding returns on screen BIRB generates an EOS report at the end of the month listing all of the checks that must be mailed back to Madison for that month. The EOS report should be printed out, and sent in to Madison with all of the returned checks for that month. The form name of the EOS report is C050.

If the W-2 agency received a returned check, but now needs to re-issue the check to the participant, screen BIRR must be completed. Screen BIRR can only be completed if the check has been entered as a return on BIRB. This screen records the fact that the agency gave the check to the participant as well as the date and the reason for the release or re-issue to the participant. Refunded checks sent back to Madison are also coded here. By completing this screen, the agency has documentation of what actions were taken with the paper check.

Returns entered on BIRB and released or re-issued checks entered on BIRR are tracked on two screens in CARES. The most recent entry made on either BIRB or BIRR is displayed on IQAF. All historical dispositions entered on both screens are displayed in chronological order by date on screen IQAP.

RETURNED W-2 AND JAL BENEFITS

Whenever an agency receives a paper W-2 check generated by CARES, or receives a partial payment via cash or personal check for a W-2 payment generated by CARES, screen BIRB must be completed. This screen tracks all steps taken by the agency for returns on any benefit issued by CARES. This payment tracking can be used for audit purposes.

NOTE: There is a difference between returned benefits and repayments on Benefit Recovery claims. Do not enter re-payments made on Benefit Recovery claims on these screens. Payments made toward BV claims must be entered on BVCP or BVMP.

At the end of each month, any checks that have not been re-issued to the participant will be listed on EOS report Form C050. This report should be sent to DCF Bureau of Finance in Madison at the beginning of the next month, accompanied with all of the paper checks being returned by the agency. The total amount of the checks being returned and the total amount on this report should match.

Send all returned W-2, JAL and vendor checks to the following address:

Department of Children and Families
Bureau of Finance
201 E. Washington Ave, Room A200
P.O. Box 8916
Madison, WI 53708-8916

It would be best to send the returned checks via certified mail or by courier (such as FedEx).

BIRB – Return Benefits

Any W-2 or non-vendor JAL checks that are held by or returned to the local agency must be coded in CARES on screen BIRB. There can be multiple reasons for returns, such as a postal return, a voluntary return by the participant or loss of client contact. BIRB is also used to code partial returns. Once the agency has coded the return, one of two things can happen: 1) the payment will be returned to Madison to be re-deposited and removed from the participant's benefit totals or 2) the payment may be re-issued to the payee.

NOTE: BIRB and BIRR are not used to track returned *vendor* payments. See information below about vendor screens BIVR and BIVE for those check types.

When local agency staff code a refunded check 'RNR –Returned No Replacement' on BIRB, CARES automatically cancels the payment. At the same time the payment is coded 'CN – Cancelled' which reflects that the payment was never actually issued. The RNR and CN codes will appear on screen IQAF for this payment.

Non-vendor JAL and auxiliary payment check returns must also be entered on BIRB.

Once BIRB is coded, the historical information for this payment will display on screen IQAP.

BIRB		RETURN BENEFITS						07/28/09 15:36 XCT546 P WORKER			
COUNTY: 40											
CASE NUMBER	CAT CODE	SEQ NUM	BENEFIT NUM	BENEFIT PERIOD	BEN RSN	FS ENV	RETURNED AMT	DISP RSN	CHECK NUM	RTN MTH	
2700246721	WW C	01	100065449	06 01 09	___	___	459	PR	J1131040	3	
_____	_____	___	_____	___	___	___	_____	___	_____	___	
_____	_____	___	_____	___	___	___	_____	___	_____	___	
_____	_____	___	_____	___	___	___	_____	___	_____	___	
_____	_____	___	_____	___	___	___	_____	___	_____	___	
_____	_____	___	_____	___	___	___	_____	___	_____	___	
PF16 UPDATE AND REFRESH											
NEXT TRAN: _____ PARMS:											

- County:** The number of the county in which the case currently resides.
- Case Number:** Case number
- Cat Code:** Category code
- Seq:** Sequence number within the category
- Benefit Number:** This is the number CARES assigned to the particular month's benefit.
- Benefit Period:** The period for which the payment was made.
- Benefit Rsn:** N/A for W-2
- FS Env:** N/A for W-2
- Returned Amt:** Enter the amount of the returned check here. Partial returns can be entered on this screen if a participant refunds some of their benefit by cash or personal check.
- Disp Rsn:** Disposition reason code is entered here, this is a mandatory field. The values are found on reference table TRRC.
- Check Num:** Enter the check number of the returned benefit.
- Rtn Mth:** Return Method Indicator identifies the method by which the payment was returned to the agency. These values are found on reference table TRMI.

RETURNED VENDOR CHECKS

BIVR – Return Vendor Benefits

When vendor checks are returned to the agency, they must be recorded on the appropriate vendor screen, BIVR. This screen has functionality identical to BIRR, and uses the same reference table for the entering the disposition reasons. The only difference is that the parms to access this screen requires the vendor check number, where BIRR doesn't require the check number in the parms.

BIVR		RETURN VENDOR BENEFITS						09/08/09 13:39	
								XCT545 P WORKER	
COUNTY: 40									
CASE NUMBER	CAT CODE	SEQ NUM	BENEFIT NUM	BENEFIT PERIOD	BEN RSN	RETURNED AMT	DISP RSN	CHECK NUM	RTN MTH
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PF16 UPDATE AND REFRESH									
NEXT TRAN: _____ PARMS: _____									

County: The number of the county in which the case resides.

Case Number: Case number

Cat Code: Category code

Seq: Sequence number within the category

Benefit Number: This is the number CARES assigned to a particular participant's benefit.

Benefit Period: The period for which the payment was made. This is the date that is displayed in the 'Period Covered' field on screen IQAD for this particular benefit.

Benefit Rsn: N/A for W-2

Returned Amt: Enter the amount of the returned check here. Partial returns can be entered on this screen if a vendor repays some of their payment by cash or check.

Disp Rsn: Disposition Reason. This identifies how the payment was returned, and what the agency did with the payment. The values are found on reference table TRRC.

Check Num: Enter the check number of the returned benefit.

Rtn Mth: Return Method Indicator identifies the method by which the check was returned. These values are found on reference table TRMI.

RELEASE OR RE-ISSUE OF RETURNED CHECKS

BIRR – Release / Re-Issue Returned Benefits

BIRR is used to record the release or re-issue of checks returned to the participant. This screen is used to code returned or reissued non-vendor JAL and W-2 payments. A release is recorded for a check that was held or intercepted by the agency. The agency either can mail it to the participant's new address or have the participant pick up the check at the office.

There is a specific order in which disposition codes can be entered. A benefit can only be released or re-issued if screen BIRB has been completed first. For example, a returned check must be coded as returned to

the agency before it's coded released or reissued to the client. It must also be coded as returned to the agency before it can be sent on to Madison to be refunded.

There are only two enterable fields on BIRR. The Selection field, and the Disposition reason field. The other information is auto-populated from the parms entered when accessing the screen.

Once BIRR is coded, the information will display on screen IQAF and IQAP.

```

BIRR                RELEASE/RE-ISSUE RETURNED BENEFITS                07/28/09 15:41
                                                                XCT546 P WORKER

COUNTY: 40    SUPERVISORY UNIT:    292    SELECTION:  _ (R - RELEASE/I - RE-ISSUE)

CASE          CATEGORY    SEQ          BENEFIT          DISPOSITION
NUMBER        CODE          NUM          NUMBER           REASON

2700246721    WW C          02          100065449        ____

NEXT TRAN:    ____    PARS: 2700246721/WW C/02/100065449_____
  
```

Selection: There are two choices to enter in this field, R for release, and I for re-issue. The majority of the time R will be used here.

Disposition Reason: The values for this field are found on reference table TREC. This code describes how the check was disbursed to the participant.

BIVE - Released / Reissued Vendor Benefits

When a vendor check (regular or JAL) is returned to the agency the worker records the reason for the return on screen BIVR (see instructions above). This must be done before the check can be re-issued or released to the vendor. At the time the check is released or re-issued, this screen is coded with the correct disposition reason. Just as screen BIRR, this screen has two updatable fields; Selection and Disposition reason.

Once this screen is coded, the return and release information is displayed on screen IQAV.

```

BIVE                RELEASE/RE-ISSUE VENDOR BENEFITS                09/08/09 14:03
                                                                XCT545 M WELCH

SUPERVISORY UNIT:    292    SELECTION:  _ (R - RELEASE/I - RE-ISSUE)

CASE          CATEGORY    SEQ          BENEFIT          VENDOR          DISPOSITION
NUMBER        CODE          NUM          NUMBER           CHECK NUM       REASON

2700246721    WW C          02          100065257        J1000004        ____

NEXT TRAN:    ____    PARS: 2700246721/WW C/02/100065257/J1000004_____
  
```

Selection: There are two choices to enter in this field, R for release, and I for re-issue. The majority of the time R will be used here.

Disposition Reason: The values for this field are found on reference table TREC. This code describes how the check was disbursed to the participant.

LOST, STOLEN OR DESTROYED CHECKS

There are specific procedures that must be followed for W-2, JAL and Vendor checks that are reported lost, stolen or destroyed. As soon as a participant or a vendor reports such a loss, the FEP must enter a stop payment request on BISP (for regular W-2 and JAL checks) or BIVS (for W-2 and JAL vendor checks). The FEP must also have the participant complete form [DCF-F-82](#), Affidavit of Lost, Destroyed or Stolen Checks or Benefits. This form is found in the DCF Forms Repository at the link provided. The agency must send this completed affidavit in to Bureau of Finance (BOF) staff as soon as possible after the loss is reported. Once the BOF receives the affidavit, they will notify the financial institution to stop payment. If the loss being reported is a regular W-2 payment, a replacement check will be issued immediately.

When a W-2 vendor payment, JAL vendor payment or regular JAL payment are coded as lost, destroyed or stolen, a replacement check will not be immediately issued. Once BOF staff find out from the financial institution that the check has not been cashed, the stop payment is activated and a replacement will be issued. The reason that these check types are not immediately re-issued is that they are not considered 'benefit' payments.

If BOF staff find out that the check reported lost, stolen or destroyed was cashed, they will notify the agency. BOF will send the agency a copy of the cashed check, and a hand-writing sample form for the participant or vendor to complete. Once the participant completes the hand-writing sample and signs their name on the back of the copy of the cashed check, the agency must immediately send the original documents back to BOF (see address above). This information is sent on to the bank, and the bank will conduct a fraud investigation. If it's determined that the payee cashed both the original and the replacement checks, they will be responsible to repay the overpayment they received.

BISP – W-2 Stop Payment Request

When a participant reports a that a W-2 check is lost, stolen or destroyed, the FEP must complete screen BISP. Requesting a stop payment begins a series of events that take place between the agency, the BOF staff and the bank that issues payments for the State. The day after the stop payment request is made by the agency, BOF staff are alerted and they notify the bank to stop payment on that particular benefit.

The agency has 10 days, after completing screen BISP, to submit a completed form [DCF-F-82](#), Affidavit of Lost, Destroyed or Stolen Checks or Benefits to the Bureau of Finance. The form is in the DCF forms repository at the link provided. The agency must keep a copy of the original for their records, and mail or courier the original affidavit to the BOF.

Once the affidavit is received by BOF staff, a replacement check will be issued. If the affidavit is not coded as received on BISP (the received date has not been entered by BOF staff) within 15 days of the stop payment request, the FEP receives an alert that the affidavit has not been received in Madison. When the FEP receives this alert, they must immediately send a copy of the original affidavit to the address listed above. A replacement check will not be issued until the affidavit is received by the Bureau of Finance.

There are three fields on this screen that can be updated by local agency staff. One field is for Bureau of Finance staff to complete. All of the other fields are auto-populated when tranning to the screen.

BISP	W-2/JAL STOP PAYMENT REQUEST	08/28/09 12:49	
		XCT546 P WORKER	
CASE : 7700467676	CAT : WW C	SEQ NUM: 01	BENEFIT NUM: 100065411
COUNTY: 40	UNIT: 292		
PAYEE NAME: SAM	SMITH		
REQUEST DATE: 08 28 09	STOP PAYMENT/CANCEL REASON: ____		
MAILING ADDRESS:			
564	FOURTH	ST	CHECK DT : 06 17 09
MILWAUKEE	WI 53218		CHECK NUM : J2008003
			CHECK AMT : 235.00
COMMENTS :			

LOST/STOLEN/DESTROYED AFFIDAVIT			
SENT DATE: ____			
RECEIVED DATE: ____			
NEXT TRAN: ____ PARS: 7700467676/WW C/01/100065411_____			

Case/Cat/Seq/Benefit Num: The vendor check data used to access this screen is displayed in these fields

County: The county in which the W-2 case currently resides.

Unit: This is the supervisory unit in which this case resides.

Request Date: This displays the current date when first tranning to the screen. Once the Stop Payment Reason field is completed and <enter> is hit, this will display the date the request was entered.

Stop Payment / Cancel Reason: This field must be completed with a reason code from reference table TPRC.

Sent Date: This field is completed by the local agency. This field must be the date the original affidavit was mailed or couriered to the BOF at the address above.

Received Date: Bureau of Finance staff enter the date they received the Affidavit of Lost, Destroyed or Stolen Checks or Benefits. If this field is not completed by BOF staff within 15 days from the date the stop payment was issued at the local agency, the FEP will receive alert 027 –AFDC SP AFF NOT RECEIVED BY FM.

VENDOR STOP PAYMENT REQUESTS

JAL and W-2 vendor payments must have stop payment requests entered in CARES on screen BIVS. Agencies are required to request a stop payment for JAL and W-2 vendor checks when a vendor payment is reported lost, destroyed or stolen. The vendor reporting the loss must complete form [DCF-F-82](#), Affidavit of Lost, Destroyed or Stolen Benefits or Checks. The stop payment process is the same whether the check is a regular W-2 check or a vendor check.

BIVS	VENDOR STOP PAYMENT REQUEST	08/28/09 15:02	
		XCT546 P WORKER	
CASE : 7700467676	CAT : WW C	SEQ NUM: 01	BENEFIT NUM: 100065253
COUNTY: 40	UNIT: 292		
PAYEE NAME: SAMANTHA	SUTTER		
REQUEST DATE: 08 28 09	STOP PAYMENT REASON: ____		
MAILING ADDRESS:			
564	FOURTH	ST	CHECK DT : 05 26 09
MILWAUKEE	WI 53218		CHECK NUM : J1000003
			CHECK AMT : 600.00
LOST/STOLEN/DESTROYED AFFIDAVIT RCVD DATE: ____			
NEXT TRAN: ____	PARMS: 7700467676/WW C/01/100065253/J1000003		

Case/Cat/Seq/Benefit Num: The vendor check data used to access this screen is displayed in these fields

County: The county in which the W-2 case currently resides.

Unit: This is the supervisory unit in which this case resides

Payee Name: This is name of the person or entity the payment is made out to.

Request Date: This displays the current date when first tranning to the screen. Once the Stop Payment Reason field is completed and <enter> is hit, this will display the date the request was entered.

Stop Payment Reason: This is where the reason for the stop payment is entered. Valid values are found on reference table TPRC

Mailing Address: The address of the payee is displayed here.

Check Dt: The date the lost, destroyed or stolen check was originally issued.

Check Num: The number assigned to this check by Dept. of Administration

Check Amt: The amount of the payment.

Lost/Stolen/Destroyed Affidavit Rcvd Date: This is where the worker enters the date the affidavit was received by the agency. Any time a check is reported as lost, destroyed or stolen, an affidavit must be completed.

CHECKS CASHED AFTER PLACING A STOP PAYMENT

For checks that are cashed after a stop payment is issued, BOF staff will mail a photocopy of the cashed check, form DOA-2789 Affidavit - Forged Endorsement, and form DOA-2790 Handwriting Specimens, to the local agency. The same procedures are used when checks with a stop payment have been cashed, regardless of whether the check is a regular W-2 check or a vendor check.

The participant or vendor must examine the copy of the cashed check. If they claim they did not endorse or receive any benefits from the check, the recipient must complete the Affidavit - Forged Endorsement (DOA-2789), and sign and date the back of the check photocopy. The oath at the bottom of the form must be administered verbally to the client and notarized. Be sure to point out to the participant the Notice of Penalties

on the reverse side of the form. The Handwriting Specimens form (DOA-2790), must be completed by the participant in the presence of a witness, in conjunction with the Affidavit – Forged Endorsement form.

If there is no endorsement on the photocopy of the cashed check, or if the endorsed name is not that of the participant/vendor, request the check be replaced due to no endorsement or lack of proper endorsement. The BOF will replace the check and seek a reimbursement by contacting the original cashing institution.

Before mailing these documents into the BOF, write the CARES case number and CARES benefit number in the upper left-hand corner of the two forms. Make a copy of the recipient's driver's license, State of Wisconsin Photo ID, or any other item containing the client's signature.

Mail the following items to the DCF address listed above:

- Both Copies of the DOA-2790 form, Handwriting Specimen.
- The first three copies of the DO-2789, Affidavit - Forged Endorsement. (Give the pink copy of the form to the participant)
- The signed and dated photo copy of the check
- A photocopy of a signed Driver's License, State of Wisconsin Photo ID or other document with the participant's signature

When BOF receives these documents, they will notify the financial institution and they will initiate a forgery investigation. The state will issue a replacement check within two days of receipt of a forgery affidavit for a W-2 check. JAL and all vendor checks will not have a replacement issued until the stop payment request is cleared, i.e., we are notified that the check has not been cashed.

If the local agency receives the original check issued by CARES after a stop payment has been issued, DO NOT give the check to the payee. The agency must write 'Payment Stopped' across the face of the check and return it to the address listed in above.

CANCELLED BENEFITS

There are two screens in CARES that only Financial Managers at Central Office are allowed to update. One of the screens is used to cancel regular W-2 and JAL payments, the other is to cancel vendor payments. When the local agency initiates a stop payment, a notification is sent to the financial manager the next morning. They check with the bank to see if the check was cashed. If the check wasn't cashed, the stop payment is sent on to the bank and the check is cancelled on the appropriate screens in CARES.

BICB – Cancel W-2/JAL Benefits

Screen BICB is used by Bureau of Finance staff to code payment dispositions in CARES. The entries are mostly related to dispositions of stop payment requests and failed EFT payments. Local agency staff do not have access to this screen, but can view screen IQAF and IQAP for the dispositions entered by State staff. This screen is not used for entering dispositions on vendor checks. See the section on BIVC (below) for vendor payments.

FAILED EFT PAYMENTS

On occasion, a participant that has their check deposited directly to their bank account via EFT will close the account but not notify the local agency that this occurred. When this happens, the EFT process is unable to deposit the funds, so the State's bank notifies Bureau of Finance staff that the EFT process failed. BOF staff then enter code 'FEF – Failed EFT' on screen BICB. At the same time alert '024- EFT Failed. Do Aux, Fix AGET' is generated. This alert is received by the worker who last confirmed the W-2 group on AGECE. When this alert is received, the agency is required to immediately issue an auxiliary payment to the participant.

NOTE: The only auxiliary reason code that can be used for replacing failed EFT payments is 937- Replace Failed EFT with Check.

The agency must also delete the AGET screen that has the incorrect bank or account information and contact the client to explain what happened with their payment. At the same time try to find out if the participant has a different account number or has changed banks and still wants to have their payment sent EFT.

STOP PAYMENTS

When Central Office staff find that a W-2 check with a stop payment request has been cashed, the CARES disposition reason 'CWR' (Cashed With Replacement) will be entered on BICB. At the same time a replacement check is generated and the replacement check details are entered on BICB. To view the information entered by state staff, query screen IQAD for that benefit number, it will show the replacement check number and date of issue.

When the participant has claimed they did not cash the check, and the check has not yet been cashed or it was actually a forgery, the financial institution is asked to reimburse the state for the replacement check generated for the participant. When the reimbursement is received from the financial institution, BOF staff code the successful stop payment on BICB. The benefit will show a disposition reason of SSR (Successful Stop Payment with Replacement) the detail screen (IQAD) will show the replacement check number and date.

If the financial institution determines that the participant really did cash the original check, the bank will refuse to reimburse the state for the replacement check. When this occurs, BOF staff will enter the refusal by the bank to reimburse the State on screen BICB. Entering code RRF doubles the amount of the benefit on IQAF. The amount is doubled because the participant actually received two payments for the same period, the original check and the replacement check. Entering code RRF sends an alert to the FEP notifying them to create a Benefit Recovery claim for the overpayment. The local agency will also receive written notice to recover funds due to the overpayment, and to pursue investigation of possible fraud.

Replacement checks are not issued through CARES. The Bureau of Finance has a different procedure in place for generating these checks. If for some reason an agency must place a stop payment on a replacement check issued by BOF, state fiscal staff must be contacted directly or contact the W-2 Help Desk.

If the local agency receives the original check issued by CARES after a stop payment has been effected, the agency should write Payment Stopped across the face of the check and return it to the address listed above.

BIVC – Cancel Vendor Benefits

The prior section on BICB describes the processes taken when a stop payment is requested for regular W-2 checks and non-vendor JAL checks. CARES also allows stop payment requests to be entered for vendor checks. If a request to stop a vendor payment is requested on BIVS, BOF staff will enter the disposition codes on screen BIVC – Cancel Vendor Benefits rather than BICB. The disposition information they enter will be the same and have the same codes that are used for entering dispositions for regular checks, but the information will be displayed on screen IQAV rather than IQAD.

Other than entering dispositions on BIVC, all of the same processes described in the section on BICB (immediately above) will be followed for vendor payments.

STALE DATED CHECKS

Stale dated checks are checks that were never cashed and never reported lost, stolen or destroyed. The state will automatically cancel all uncashed checks 15 months after the check issuance date. The disposition reason code of 'CSD-Cancel Stale Dated Checks' is entered. This process is run once each calendar quarter from information received from the bank. The CSD code will show up on IQAF in the Disposition RSN field. The entry coded with CSD is considered cancelled, and is subtracted from the participant's year to date issuance

total. If the participant later requests the payment of a check that was stale dated and cancelled, issue an auxiliary payment for the period covered by the stale dated check.

BENEFIT ISSUANCE ALERTS

Many of the Benefit Issuance processes generate alerts to agency staff. This is because many of the processes are done in separate steps by different workers, by State staff in the Bureau of Finance (BOF) or automatically by CARES. Alerts let the agency worker know that an action has been taken, or in some instances notifies the worker that they need to take action on a case.

ALERTS GENERATED FOR THE AUXILLIARY ISSUANCE PROCESS

The alerts on this table are created either by or for the auxiliary issuance process. Several of the alerts require worker action.

ALERT	GENERATED WHEN	SENT TO
023 - HELD/CANCELLED AUX REQUEST	The approval worker enters 'H' or 'C' on BIAW.	The worker who requested the auxiliary on BICS.
024 - EFT FAILED. DO AUX., FIX AGET	A failed EFT is entered on BICB by DCF staff in the Bureau of Finance (BOF). The FEF code appears on IQAF for the benefit that failed.	The worker who last confirmed the W-2 AG on AGECE. An auxiliary must be requested and approved immediately using auxiliary reason code 937.
025 - INITIATE RECOUPMENT	Bank refused to refund the stop payment amount because the check was cashed. The RRF code is entered by DCF staff and displays on IQAF for the benefit that was affected. The benefit amount issued to the participant is doubled when this code is entered.	The worker who last confirmed the W-2 AG on AGECE. A benefit recovery claim must be created and the over payment must be recouped.
394 - W-2 AUX WAITING APPROVAL	A worker completes BICS with an auxiliary payment request.	Sent to all approvers listed on BIWA for the office the case is in. This alert is automatically deleted for all approvers as soon as the auxiliary is approved on BIAW.

ALERTS GENERATED BY THE JOB ACCESS LOAN APPROVAL PROCESS

The table below lists the alerts generated by or for the benefit issuance processes related to issuing Job Access Loans.

ALERT	GENERATED WHEN	SENT TO
440-JAL REQUEST WAITING APPROVAL	The JAL request is completed by processing PF24 on BVJL.	All approval workers listed on BIJA for the office the case is in. This alert is automatically deleted for all workers as soon as the JAL request is approved on BIAJ.
441-JAL REQUEST HELD	'H' is entered on BIAJ by the approval worker.	Sent to the worker who requested the JAL on BVJL. If the JAL is later approved, this alert is automatically deleted from the requester's alert page.
446-JAL BENEFIT REQUEST CANCELLED	The JAL request is cancelled on screen BICC. A JAL request must be cancelled on screen BICC because it's issued like an auxiliary payment and is processed in the daily benefit issuance cycle.	The worker who requested the JAL on BVJL. The JAL status code is automatically updated to 'I-Intake' status when the JAL payment request is denied on BIAJ.

Alerts Generated by BISP – W-2/JAL Stop Payment Request

The alerts listed on this table are issued from screen BISP and notify the worker of actions state staff have taken on the stop payment request. Two of the alerts require actions be taken by the FEP.

ALERT	GENERATED WHEN	SENT TO
025 - INITIATE RECOUPMENT	The financial institution refused to reimburse the state because the bank determined that original check was cashed by the payee. When the RRF code is entered, the amount issued to the participant is doubled.	Sent to the FEP who last confirmed the W-2 AG. The FEP must create a Benefit Recovery claim for the duplicate issuance.
026 - REPLACEMENT FOR STOP PAYMENT	Successful stop payment was made, and a replacement check is issued by DCF staff directly to the participant. The SSR code displays on IQAF for this benefit.	The FEP who last confirmed the W-2 AG on AGECE. No action is required by the W-2 agency for this alert.
027 – W-2 SP AFF NOT RECEIVED BY FM	The Affidavit of Lost, Destroyed or Stolen Checks or Benefits receipt date is not entered on BISP within 15 days of the stop payment request.	Sent to the FEP who last confirmed the W-2 AG. The FEP must obtain the affidavit from the participant and enter the receipt date on BISP. The the affidavit must be immediately forwarded to the Bureau of Finance at the address listed above.

Alerts Generated by BIVS- Vendor Stop Payment

ALERT	GENERATED WHEN	SENT TO
150 - INITIATE VENDOR RECOUPMENT	BOF staff code screen BIVC with RRF – Refund Refused by Financial Institution. The financial institution refused to reimburse the state because the bank determined the original check and a replacement check were both cashed by the payee. When RRF is entered, the amount issued to the vendor is doubled.	The FEP who last confirmed the W-2 AG. The agency must pursue the vendor to recoup the double payment.
151 - VENDOR SP REPLACEMENT SENT	BOF staff code BIVS with SSR - Successful Stop Payment. The stop payment was successful and state issued a replacement check to the vendor	The FEP who last confirmed the W-2 AG. No action is required by the FEP.
154- VENDOR AFFID FOR STOP PYMT	The Affidavit of Lost, Destroyed or Stolen Checks or Benefits receipt date is not entered on BIVS within 15 days of the stop payment request.	The FEP who last confirmed the W-2 AG. The FEP must obtain the affidavit and enter the receipt date in BIVS. The affidavit must immediately be sent in to the Bureau of Finance at the address listed above.