

Initializing up to the current system month

When an application starts in March and is authorized, the Initialize Month function moves the data into April if the client is not already participating in that month for another program on another case number. The Initialize function saves time for the caseworker in most instances.

The system will automatically move a program forward for you with a batch job called ROLLOVER. In order for the system to pick up your case, the program must be authorized in the CURRENT SYSTEM MONTH. This would be one month beyond the month you are working the program.

EXAMPLE: if today is April 10th and the FS application starts in March and there is eligibility, you would:

- authorize March
- initialize into April
- authorize April
- initialize into May
- authorize May (one month beyond April when the case is worked)
- check the benefit history screens to confirm the benefit is authorized and at the appropriate level.
- The program rolls forward into the month a review or recertification is due

If the data entered in one month is NOT the same in the next month, it may be because the information was initialized or rolled in the next month from another program. The values in the new month may need adjustment.

Continue reading the next section for additional information about initializing and what the system does with data. Understanding this information will help you process programs accurately and efficiently.

Initializing beyond the current system month

CASE A – FOOD STAMP PROGRAM

	April	May	June	July	August	Sep	Oct	Nov
Resources	500	500	500	500	500	500	500	500
Income	900	900	900	900	900	900	900	900
Expenses	275	275	275	275	275	275	275	275

EXAMPLE: If you are working an application for April and make the entries as shown in the April Column above AND you initialize ahead to Sep, you are moving the values forward.

The resource, income and expense records are attached to the client and DISPLAYS for the client on OTHER CASE NUMBERS IN EIS for other programs.

CASE B – MED PROGRAM

	April	May	June	July	August	Sep	Oct	Nov
Resources	500	500	500	500	500	500	500	500
Income	900	900	900	900	900	900	900	900
changes			929	929				
Expenses	275	275	275	275	275	275	275	275

EXAMPLE: The Med caseworker gets an application for June and after setting SEPA to IN, the worker sees resources, income and expenses for the client. The worker corrects the income from 900.00 to 929.00 in June and when he initialized into July, he corrects July from 900.00 to 929.00 also. He stops with the authorization in July which is the current system month (one month ahead of the month he is working the application in June).

As you can see, the Med worker does NOT know there are future months for this client. If he moves forward in the case, he will see the months with income info of 900 but he only goes up to the current system month.

So Case B rolls forward. The ROLLOVER job will not move 929 into August for Case B because August SEPA codes and information already exists and maybe the newer month is correct so the job WILL NOT move the 929 into the new month. So the old value of 900 that is attached to the client is retained.

CASE B – TA ADDED TO MED PROGRAM

	April	May	June	July	August	Sep	Oct	Nov
FS Resources	500	500	500	500	500	500	500	500
FS Income	900	900	900	900	900	900	900	900
MED income changes			929	929				
TA income changes				975	975			
FS Expenses	275	275	275	275	275	275	275	275

EXAMPLE: Now a July TA application is opened on the MED case number. The worker updates the income from 929 to 975 in July and fixes the income in August from 900 to 975. The worker may wonder where the 900 came from but ignores it because he or she is entering the correct amount. This worker doesn't go any further than the August authorizations because that is the current system month (one month past the month the application is worked).

The TA worker should check to see if the client has FS on another number. A food stamp case is found so an alert is placed on the FS case number.

The FS worker gets the alert in July before the August regular run and before adverse action; he then verifies the income change for August FS but to correct the month of August, he needs to delete Nov, Oct, Sep and then he can update August. He accesses FSAD for August and the benefit is re-calculated. If the worker had not initialized into the future months, the August benefit month would have been available for updates. Deleting months may get confusing and is unnecessary work. The worker decides to leave the case where it is and if another change comes in, he'll deal with it then.

Questions about the system may be directed via email to EISHelp@alaska.gov