APMA EIS Job Aid

Registering an application to an active case number in EIS is done using the Application Maintenance Screen (APMA).

- Inquire on the applicant, following the proper inquiry steps above.

- If the applicant's CLPM shows an active case you may be able to add the program to the ongoing case using the APMA screen. Make sure the program you are registering is compatible with the programs already on the active case number.

  - ✓ No more than one cash program on a case number
  - ✓ GA/GM and some specialized Medicaid types cannot be combined with other programs
  - ✓ The same case number cannot be used for both AF related Medicaid and AP related Medicaid

- Select the appropriate open case from the PI's CLPM screen and press enter. This takes you to the PRIP screen. Tab over to the NEXT field and type in APMA.

  NOTE: If the APMA screen displays no programs, check the CAP2 screen to see if another program just closed. If the new application is received in the 'closure month' (If a program closes effective 12/31/12, 12/12 is the closure month) use REPT (Revert to Open) to reopen the previous program. Once that is done the new program can be added to the case on APMA by following the steps outlined below. Be sure to revert the other program back to closed (REPC) after the new program has been added to the case.

- Once you have accessed the APMA screen you can add a program to the case. Your cursor will be in the correct position to add the program.

```
APMA                    APPLICATION MAINTENANCE               111612 08:19
                                                              WORKER B


CASE NAME: MOUSE , MICKEY                     CASE NUMBER: 00031644


OFFICE: 020   UNIT: 1   CASELOAD: 11 - INTAKE , JUNEAU


PROGRAM INVOLVEMENT:       FS                 ME AF
APP RECEIVED DATE  :       111312                092911
BENEFIT START DATE :       111312                092911
EXPEDITED SERVICE  :
PROGRAM STATUS     :          OP                OP
QUICK PEND DUE DATE:
TA TYPE APPLIED FOR:
```

- Type in the program you would like to add. In this example it is Temporary Assistance.

- Enter the date the application was received in the APP RECEIVED DATE field for each program you are adding.

⭐ **TIP: The BENEFIT START DATE can be left blank; the system will automatically use the application received date. Exception: food stamp applications received from a fee agent should have the date the fee agent received the application entered in the BENEFIT START DATE field.**

- If registering an expedited food stamp application, enter a 'Y' in the EXPEDITED SERVICE field.

```
APMA                    APPLICATION MAINTENANCE               111612 08:19
                                                              WORKER B

CASE NAME: MOUSE , MICKEY                     CASE NUMBER: 00031644


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PROGRAM INVOLVEMENT:       FS        ME AF      TA
APP RECEIVED DATE  :       111312    092911    111412
BENEFIT START DATE :       111312    092911
EXPEDITED SERVICE  :
PROGRAM STATUS     :          OP        OP
QUICK PEND DUE DATE:
TA TYPE APPLIED FOR:                             U
```

- You must complete the TA TYPE APPLIED FOR field on all TA applications

- Press enter and you are done.