

Application Registration (REAP) EIS Job Aid

Registering an application to a new case number or to an existing inactive case in EIS is done using the Registration Application screen (REAP).

- The first step is to complete a proper client inquiry on the Client Inquiry/Registration screen (CLIR):

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EIS CLIR                                CLIENT INQUIRY/REGISTRATION MENU                111412 11:39
                                           WORKER B

1. INQUIRE ON PERSON
2. CREATE AND SAVE CLIENT FOR REGISTRATION
3. REGISTER APPLICATION WITH EXISTING CASE NUMBER
4. REGISTER APPLICATION WITH NEW CASE NUMBER
5. DELETE PREVIOUSLY SAVED PERSONS


FUNCTION: 1

INQUIRE BY CLIENT DATA:

SURNAME      : MOU                ( * )
GIVEN NAME   :                    ( * ) Remove '*' for direct
MIDDLE INITIAL:                    name matches
DOB (MMDDYYYY):
SSN          :
SEX          :

ENTER EXISTING CASE NUMBER (FOR FUNCTION 3) :
ENTER OFFICE, UNIT, AND CASELOAD NUMBER (FOR FUNCTION 4):
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- Using function 1, inquire on the applicant by entering just a few letters of the last name.
- Gradually add additional name information until the Client Inquiry Short List screen (CLIS) is displayed.

 **NOTE: Many applicants have prior history in EIS so it's important to find them and avoid creating duplicate clients that can cause payment errors or benefit delivery delays. See the Client Inquiry Job Aids for detailed instructions on the correct client inquiry process.**

- Carefully select your client from the list – be sure to confirm date of birth and social security number information.

- Check the client's CLPM for a prior case number where the client was the PI



NOTE: If the applicant's spouse is the PI on the pre-existing case number, this number can be used. Be sure to keep the original client as the PI. PIs should never be changed in EIS.

- Follow case numbering rules as outlined in the Admin Procedures Manual:
 - ✓ 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



TIP: The 'Quick Registration' method can be used if:

- ✓ The applicant was the PI on the case number, and
- ✓ The case has been inactive for less than 5 months, and
- ✓ The program is compatible with the case number

Go directly to function #3 on the CLIR instead of inquiring on each household member.

- If Quick Registration cannot be used, inquire on each household member listed on the application as you did for the applicant.
- Household members appearing on the short list can be saved for the application by entering their position number in the SEL field on the CLIS as shown below. **Whenever possible, the spouse should be person 02 on the case.**

EIS CLIS		CLIENT INQUIRY SHORT LIST					111412 11:42	
							WORKER B	
SEL	SURNAME	GIVEN NAME	I	BIRTHDATE	SEX	S.S.N.	CLIENT-ID	ALIAS
01	MOUSE	MINNY		01011970	F	234678901	0600061426	
02	MOUSE	MINNY		06121970	F	000000000	0600049202	
02	MOUSE	MINY	M	01101970	F	632821135	0600088152	
04	MOUSE	MOUSIE		01021990	M	456789100	0600061427	
03	MOUSE	PLUTO		12011993	M	000000000	0600065818	
06	MOUSE	PLUTO	D	04051967	M	111998888	0600067001	
04	MOUSE	TINY	E	01012005	F	574556551	0600090246	
08	MOUSEEE	ROUND		12151953	F	000000000	0600047109	
09	MOUSEEE	SMALL		04151990	M	000000000	0600047110	
10	MOUSER	TINY		02141953	M	000000000	0600047085	
11	MOUSERY	CHILD		10151998	F	000000000	0600056930	
12	MOUSEY	CHUCK		12311962	M	324666482	0600029021	
13	MOUSEY-MAN	MICKEY		09301960	M	324738782	0600029020	**
<== INQUIRE ON CLIENT (CLPM)								
PAGE 01 OF 03		PF3=TOP	PF5=CLIR	PF7=SCROLL UP	PF8=SCROLL DN			

- Use PF5 to return to CLIR to complete the registration process.
- Once all clients have been inquired on and saved for registration, select function 3 or 4 as appropriate and enter the required information on the CLIR screen to reach the Register Application screen (REAP).

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EIS REAP                                REGISTER APPLICATION                                111412 11:44
                                           WORKER B

CASE NAME: MOUSE , MICKEY                CASE NUMBER: 00031644
CASELOAD: 11 INTAKE , COASTAL-FLD        FULL SERVICE OFFICE: 082
UNIT: 1                                  LIMITED SERVICE OFFICE:
EXPEDITED FS: Y                          TA TYPE APPLIED FOR: U

PROGRAMS APPLIED FOR: TA      FS      ME
APP RECEIVED DATE: 111412    111412    111412
BENEFIT START DATE:          110912

CLIENT          DATE OF          SSN          SEX          RELATION          POSITION
NAME           BIRTH
MOUSE , MICKEY  04211965 123 45 6781  M           PI              01
MOUSE , MINY    06121970                F           SP              02
MOUSE , PLUTO   12011993                M           CH              03
MOUSE , TINY E  01012005 574 55 6551  F           CH              04

ADDRESS INFORMATION TO BE ENTERED ? :    Y          PRINT IVR NOTICE ? : Y

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- All highlighted fields on the REAP displayed above can be updated at this time.
- Change the caseload information if necessary.



NOTE: Case numbers that have previously been used for specialized cases –Senior Benefits, OCS Medicaid, Denali KidCare and CITC (Full Service Offices 030, 060, 072, and 090 respectively) cannot be used for other programs.

- Update the EXPEDITED FS and TA TYPE APPLIED FOR fields as appropriate.
- Enter the program and program subtype (if known) in the PROGRAMS APPLIED FOR field.



TIP: Because APA and ME are linked in EIS, there is no need to enter ME when AP is entered; the system will automatically add the ME to the case.

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



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.

- Enter relationship to the applicant and position on the application. With the exception of the PI as 01 and the SP as 02, client order on the case can be changed here.
- Once ENTER is pressed on the REAP screen you cannot return to it so we recommend printing a copy of the screen to capture the case number and other specific information.
- Press ENTER to advance to the Address screen (ADDR). This screen is part of the application registration process and must be completed on all new case numbers. **PF9ing on this screen will erase all entered information, preventing the system from mailing notices for the case.** Previous address information will display for old case number and should be reviewed and updated as appropriate.
- Once the application has been registered, the application received and benefit start dates can be corrected on the Application Maintenance screen (APMA) unless benefits have been issued. Household member changes can be completed by the caseworker, with the exception of the PI, using the Client Inquiry/Add to Case Menu screen (CLIA).
- Contact the EIS Help Desk if an application needs to be deleted. Be sure to include the specific reason for the deletion. Templates for automated Help Desk email messages can be found on the Systems Operations website.