

P-2231 PROTECTIVE PAYMENTS (continued)

P-2231E Issuing benefits through CVP

BPS Support

Check eligibility screen for RUFA benefit amount (ELIG/C/RUFA). If ELIG is pending, ACCESS will not issue a payment.

```
02/13/18 10:38 RUFA Eligibility for 03 18 Processed: 02 13 18 10:26 ASP1VA0
RUFA Entitlement Amount: 610.00 Last Proc: Ver: 1 OF 1
RUFA Grant Less Recoup: 610.00 Result: ELIGIBLE Method: COMPUTED
Parent Share Offset Amt: Payment Method: EBT CASH
RUFA Reduced Grant Amt: 610.00
RUFA Payment Schedule Rufa Type:
First Date Second Date Reco RA MTD
SO Scheduled this action:
AMOUNT AVAILABLE FOR CVP: 610.00
Month-to-date RUFA Paid:
Action Required
Approval Code: GA Reco Amt:
User: 934 FNX: ELIG Mode: C Rptarn: Period: 03 18 Command: -
DO: Z IMS: D02 Rptgrp Name: Panel: 1 3
```

If it says "Approve CVP", approve the pending ELIG. If pending status is related to Sanction, check CASE/D/SANC to verify whether or not the participant needs to meet with their case manager prior to issuing benefit.

Check CVP in SUBS/C/CVP—if there is 99/99/9999 in the end date field, this is a CVP case.

```

CVP CASE MAINTENANCE                                (ASPANC)

UPDATE CURRENT CVP DATA

1. PROTECTIVE PAYEE                                5. ELIZABETH LUND HOME / HANNAH HOUSE
2. MONEY MISMANAGEMENT                             6. CLIENT REQUEST
3. IV-D NON-COOPERATION                           7. MINOR PARENTS NOT COOPERATING
4. SANCTIONED
CVP REASON-CODE: 4
START DATE: 10 01 2018                               END DATE: 99 99 9999

TO DELETE A FUTURE CVP CASE ENTER 'DEL' IN COMMAND LINE
TO ADD A FUTURE CVP CASE ENTER 'ADD' IN COMMAND LINE

USER: 934 FNX: SUBS MODE: C RPTGRP:                PERIOD: 10 18 COMMAND:
DO: Z IMS: 934 RPTGRP NAME: P

```

Review current RENT screen, as well as CATNs, to confirm rent/mortgage amount and name and address of landlord/mortgage company. Check OnBase for shelter related information.

Go to CHCK/C in the month you are issuing the benefit.

```

3/25/18 10:44                                IV-A SELECT FUNCTION                                SYSTEM  ASTCA1

~~~~ Function Codes (FNX) ~~~~~                ~~~~~ Function Codes (FNX) ~~~~~
ABWD - ABAWD Food Stamp History                MAIL - Send or Read Mail
APPL - Application                             MANA - Managed Care Maintenance
CASE - Case Status Display                    MONY - Financial Subsystem
CATN - Case Action Log                        NAME - User Name/Number Lookup
CATS - Cost Allocation/Time Study             PCOL - Premium Collections
EDS - Medicaid Management System              PERS - Person Search
ELIG - Eligibility Results/Approval           PMGT - Premium MGT Report
FIAT - Fiat Eligibility                       PREL - Presumptive Eligibility
FUEL - Supplemental Fuel                      PREM - Premium Management
GAEL - General Assistance                     QUAL - Quality Review
IDEA - System Change Request                 RECO - Recoupment Schedule
INFC - Interfaces                            REPT - Report Selection
INQB - Benefit History                       SPEC - Special Functions
INQD - Benefit Disbursement History           STAT - Statement of Need
IV-D - IV-D Select Function                  SUBS - Substitute Reporter/Payee
JFIP - Jobs For Independence                 TODO - Daily To-Do Report
LOGO - Logoff                                UNLK - Releases Locked Cases

~~~~~
USER: 934 FNX: CHCK MODE: C RPTGRP:           PERIOD:  --  --  COMMAND:
                                                F8 = MORE

```

MONY Checkwrite Submenu comes up—enter CVP in the program field and date range for the payment period.

```
Valid programs: RUFA,CC,CVP,EP,EXPD,FS,LUND,ORNT,RCHP,TCC,WORK,& PSE
ASPSA1
***** M O N Y   CHECKWRITE   S U B M E N U   * * * * *

Reporting Group: 5
Program: CVP_
Period
** From **      *** To ***
MM DD CCYY    MM DD CCYY
03 01 2018    03 31 2018

Reach Up Client SSN: _____

Entering 'CANC' here will abort check process: _____
```

CVP Checkwrite Budget Screen appears—place X in the “Mark Here for New Check” field.

```
11/30/18 15:14          CVP CHECKWRITE BUDGET SCREEN          ASQSAA2B
FROM PREV 0.00      TOT 12/18 ENTL 337.00  CURR LEFT 337.00  TOT LEFT 337.00
CPT INFO ABOUT THIS CHECK      VENDOR #/NAME      LAST MO  THIS MO  CK DT
X  <== MARK HERE FOR NEW CHECK

USER: 934      RPTGRP:          FNX: CHCK      MODE: C      COMMAND:
RPTGRP NAME:          DO: Z
```

CVP Checkwrite Entry Screen appears—enter information for this check

```

3/25/18 15:23          CVP CHECKWRITE ENTRY SCREEN          ASQSAA2A

INFO ABOUT THIS CHECK: April Rent 1.
CHECK WILL BE DATED: 03 30 2018 2.
CHECK AMOUNT: 00198 00 3.
EBT FOOD: _          VENDOR NMBR: _____
                                5.
CLIENT NAME:          VENDOR NAME: VSHA
ADDRESS:              ADDRESS: 1 Prospect St
                                Montpelier _____ VT
                                05602 _____

6.
MEMO:
100% of April Rent for "Participant Name"
____
____
____
____

USER: 934      RPTGRP:
RPTGRP NAME:   FNX: CHCK      MODE: C      COMMAND: APP 7.
DO: 5

```

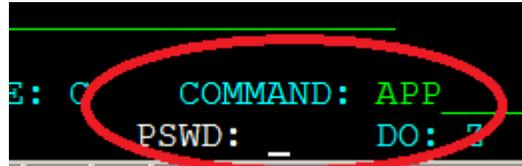
1. Info About This Check: Offer brief description i.e. "April Rent"
2. Check Will Be Dated: Typically, 1 or 16. If the 1st or the 16th falls on a weekend, issue the benefit on the work day before the weekend. For example, if the 1st is on Saturday, issue the check for Friday before—in the case above 4/1/18 was a Sunday, so the check was issued the Friday before, 3/30/18.
3. Check Amount: Amount of benefit to be issued via check.
4. Client Fields: Self populates with participant name and address. If check is being issued to participant do not enter Vendor fields.
5. Vendor Fields: Enter name and address where you want the check to be delivered.
6. Memo: indicate account numbers or other identifying information that will help identify the payment.
7. Enter APP and hit enter

ACCESS will ask for your MAP password to approve and process the payment.

```
PLEASE ENTER YOUR PASSWORD TO APPROVE THIS CHECK
11/30/18 15:44 CVP CHECKWRITE ENTRY SCREEN
```

```
INFO ABOUT THIS CHECK: April Rent
```

Use the same 4 digit password you enter on the VT MAP screen when signing into ACCESS



```
E: C COMMAND: APP
PSWD: _ DO: 7
```

ACCESS returns to the CVP Checkwrite Budget Screen (see above). Place X in the "Mark Here for New Check" field. Repeat above steps to issue the remaining benefit. If no further checks are required enter CANC in Command.

Once you have completed the check issuance, verify the amounts through INQD and enter a CATN documenting the payments have been entered.