

# P-2231 PROTECTIVE PAYMENTS (continued)

## P-2231E Issuing benefits through CVP (B22-06)

### BPS Support

#### **Pending ELIG**

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 Rptgrp: 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.

#### **Parent Share/Family Bonus on STAT panel**

Check the STAT panel to see if the Parent Share (PS) or Family Bonus (FMBO) fields have been auto-filled by ACCESS. ACCESS will not allow the full CVP to go out if they are completed.

```

01/10/19 11:42          STAT HEADER ( STAT )
                          (LAST UPDATED: 12/18/18 00:00 ; ASPACA )
EB DISCOVERY: 00 00 0000          RECEIPT DATE: 05 23 2018
FS RECEIPT: 05 23 2018 TYPE I          FS INTERVIEW DATE: 06 06 2018 METHOD P
VERIF STATUS REVIEW EXPEDITED WITHDRAWAL CODE >30 DAYS CD
RUFA FS SF FREQ FS REASON RUFA FS SF EP PSE RUFA FS
V V 12 V
PARENT SHARE FAMILY FS/SF REFUGEE ENTRY DT MEDICAID NON-COOP CODE
OFFSET BONUS GI (Y-N) MM DD YYYY INELIG RSN RUFA FS SF
REPORTING STATUS APPR'D LIVING FS EITC REC'D? N PSE SCHOOL
THIS MO LATEST ARRANGEMENT REV LETTER MM/YYYY CLOSURE CD MEALS
C 00 0000
***** REVIEW DATES *****
RUFA FS ? ME EP SF
NEXT REVIEW: 06 2019 06 2019 Y
COMPLETED: 07 01 2018 07 06 2018 12 31 2017

```

Clear out the fields. The household is still entitled to the money, but it will be part of the CVPs.

### Issuing benefit through existing CVP

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 FN: CHCK MODE: C RPTGRP:      PERIOD:  _ _  COMMAND:
                                         F8 = MORE
```

MONEY 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 E Y   C H E C K W R I T E   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: _____
For Vendor#
HELP: Cursor
<== here then
shift <F12>
4.          5.
CLIENT NAME:          VENDOR NAME: VSHA
ADDRESS:          ADDRESS: 1 Prospect St
Montpelier          VT
05602
6.
MEMO:
100% of April Rent for "Participant Name"
7.
USER: 934      RPTGRP:          FNX: CHCK      MODE: C      COMMAND: APP _____
RPTGRP NAME:          DO: Z

```

1. Info About This Check: Offer brief description i.e., "April Rent"
2. Check Will Be Dated: Typically, 1 or 16. If the 1<sup>st</sup> or the 16<sup>th</sup> falls on a weekend, issue the benefit on the work day before the weekend. For example, if the 1<sup>st</sup> 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: E
  
```

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.