

054	INV DELETION REASON
057	INV DENIAL REASON
058	INV RESOURCE AMOUNT
059	INV GROSS INCOME
061	NEW HOH SSN ON FILE
067	SUPPLIER CHG TO SAME SUPLIER
068	INV SUPPLIER CHG-PYMTS GT O
070	INV HEAT SOURCE FOR HES
071	HOME OWNR HEAT-N-RENT=YES
073	HES NO. VS RENT ANSWER
074	HOWNER = N – HWEATH = Y
076	INV DELET-ELIG LST SENT
077	HES NOT ON HES MASTER
079	INV DELETE TO DELETE REC
080	NO BLANK PAYMENT AREAS
081	INELIG-DENIAL CODE BLANK
083	INSUFFICIENT REAPPL DATA
084	REAPP FIELD ON ECHG/EREG DO NOT MATCH
086	INV VALIDTION CODE
087	HOH AGE LESS THAN 18

See ERROR MESSAGES (PAGE 53) for detailed explanations of the error number codes.

screen.

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MESSAGE: 084-REAPP FIELD ON ECHG/EREG DO NOT MATCH

SOURCE: EREG, ECHG

PROBLEM: REAPP field on ECHG and EREG do not agree. REAPP Fields on both screens must be coded "Y" or both be coded "N" or left blank.

RESOLUTION: Correct the answer in the REAPP field on either ECHG or EREG so that both fields match.

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MESSAGE: 086-INV VALIDATION CODE

SOURCE: EAP1, ECHG

PROBLEM: The validation code entered on the input screen is invalid.

RESOLUTION: Make sure that a validation code is really required for the application. If it is required, enter the correct validation code. The only validation code which the county terminal operator may enter is "A".

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MESSAGE: 087-HOH AGE LESS THAN 18

SOURCE: EAP1, ECHG

PROBLEM: The age of the Head of Household is less than 18. This age is based on the HOH birthdate compared to the date of application.

RESOLUTION: Make sure that the HOH birthdate is correct and that the date of application is correct. If either is incorrect, enter the correct date for that field. If both dates are correct and the individual listed as HOH is a Legitimate HOH that is less than 18 years of age, enter an "A" in the validation code field.

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Energy Assistance Application Registration

EREG

Client Application Registration

E = Energy Assistance REG = Client Application Registration

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EREG

PP/PP/PP PAGE 01

ENERGY ASSISTANCE APPLICATION REGISTRATION

ACTION: (A-ADD C-CHANGE D-DELETE) COUNTY: REGISTER DATE:

HOH NAME (LAST, FIRST, MI) SSN NEW SSN WRKR # REAPP

ADDRESS: STATE: ZIP CODE:

CASE NOTE:

STREET NUMBER STREET NAME CITY

MESSAGE:

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PURPOSE AND USES:

The purpose of this transaction is to allow the terminal operator to register the application (required) and to add/change the address of the EA applicant to the Registration file portion of the Energy Assistance data files. (optional)

SOURCE OF DATA/UPDATE:

The EA-1 Energy Assistance Application Form or other document determined Appropriate by the local county is the source of data which is entered on this Screen.

Whenever the terminal operator receives one of these forms, transaction EREG Is used.

- |   |   |
|---|---|
| <p>9. WORKER NO from the EA-1 or other appropriate input document. (optional)</p> <p>10. REAPP indicator from the EREG screen (optional)</p> <p>11. HOH ADDRESS from the EA-1 or other appropriate Input document (optional)</p> <p>12. HOH STATE from the EA-1 or other appropriate input document (optional)</p> <p>13. HOH ZIP CODE from the EA-1 or other appropriate input document (optional)</p> <p>14. CASE NOTE from the EA-1 or other appropriate input document (optional)</p> <p>15. STREET NUMBER from the EA-1 or other appropriate Input document. (optional)</p> <p>16. STREET NAME from the EA-1 or other appropriate Input document. (optional)</p> <p>17. HOH CITY from the EA-1 or other appropriate input document. (optional)</p> | <p>9. WORKER NO as entered from the EA-1 or other appropriate Input document.</p> <p>10. REAPP indicator as indicated by a previous Register Date on EREG.</p> <p>11. HOH ADDRESS as entered from the EA-1 or other appropriate input document.</p> <p>12. HOH STATE as entered from the the EA-1 or other appropriate input document</p> <p>13. HOH ZIP CODE as entered from the EA-1 or other appropriate input document</p> <p>14. CASE NOTE as entered from the EA-1 or other appropriate input document.</p> <p>15. STREET NUMBER as entered from the EA-1 or other appropriate input document.</p> <p>16. STREET NAME as entered from the EA-1 or other appropriate input document.</p> <p>17. HOH CITY as entered from the EA-1 or other appropriate input document.</p> <p>18. MESSAGE area which contains informational messages to the terminal operator.</p> |
|---|---|

TRANSACTION COMPLETED REGISTRATION UPDATED	Transaction EREG has updated the new Registration data for the HOH SSN as reflected on the terminal screen.	Verify that the new registration data has been entered correctly, then continue on with the next transaction.
NEW HOH SSN ALREADY ON FILE	The NEW SSN entered to change the current HOH SSN is already on the registration file.	Verify that the NEW SSN belongs to this registration.
TRANSACTION COMPLETED REGISTRATION DELETED	Transaction EREG has deleted the Registration data for the HOH SSN entered.	No Response. Go on to next transaction.
REAPP FIELD CODED Y - ENTER NEW REGISTER DATE.	REAPP filed has been coded "Y". This requires a new registration date to be entered.	Verify that a new registration date has been entered or if this actually involves a reapplication.
REAPP FIELD CODED Y - SSN NOT ON FILE	REAPP field has been coded "Y" but the SSN entered is not on file.	Verify that the SSN entered is correct or if this actually involves a reapplication.
REAPP FIELD CODED Y - SSN ALREADY ON FILE AS AN APPROVAL	REAPP field has been coded "Y" but the SSN entered is already on file as an approval	Verify that the SSN entered is correct or if this actually involves a reapplication

MISSOURI DEPARTMENT OF SOCIAL SERVICES  
PROCEDURES

SUBJECT: Energy Assistance  
EA Application Registration

PROCEDURE  
NUMBER: \_\_\_\_\_

TRANSACTION: EREG

ISSUE DATE: 08-01-01

REVISED DATE:

AUTHOR: Information Systems

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RESPONSIBILITY

ACTION

Computer

37. Displays the message "TRANSACTION COMPLETED-REGISTRATION DELETED".

Terminal Operator

38. Continues on with the next transaction. (Returns to Step 2)

Computer

39. Displays the message "REAPP FIELD CODED Y-ENTER NEW REGISTER DATE".

Terminal Operator

40. Verifies that a reapplication is involved and if not, change the REAPP field to a "N".

41. If a reapplication, enter a new registration date to reflect the reapplication.

42. Return to Step 2.

Computer

43. Displays the message "REAPP FIELD CODED Y – SSN NOT ON FILE"

Terminal Operator

44. Verifies that a reapplication is involved and if not, change the REAPP field to a "N"

45. If a reapplication, verify that the SSN entered is the correct number. If the correct number hasn't been entered, return to Step 2.

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|-------------------|-----|---|
| Computer          | 46. | Displays the message “REAPP FIELD CODED Y – SSN ALREADY ON FILE AS AN APPROVAL”   |
| Terminal Operator | 47. | Verifies that a reapplication is involved and if not, change the REAPP field to an “N”.   |
|                   | 48. | If a reapplication, verify that the SSN entered is the correct number. If the correct number hasn’t been entered, return to Step 2.   |
|                   | 49. | If the correct number has been entered, delete this registration since the application cannot be approved again.  |
| Computer          | 50. | Displays the message “ABNORMAL TERMINATION SCREEN” (and additional information) if there is a computer program malfunction.   |
| Terminal Operator | 51. | Follows instructions as displayed on the screen.<br><br>A) Does not use this transaction until notified to do so.<br><br>B) Clears the screen<br><br>C) May enter other transactions as needed. |

