

HOME ENERGY ASSISTANCE PROGRAM CNS DISTRICT CONTACT TABLE INFORMATION

The CNS district table contains the local district return address and agency telephone numbers that print out on each district's notices. The district table is also used to pre-fill the CNS Mail Out Application Cover Letter.

The following provides systematic instructions on how to create and or update a district table through CNS. **This process should be completed by districts outside of New York City each July, prior to the Early Outreach list creation in August.**

Access the WMS Main Menu and choose selection 11 – Client Notices Menu - then transmit.

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WMSMNU
                                WELFARE MANAGEMENT SYSTEM MENU
USE APPROPRIATE SF KEY (1-24) OR INDICATE SELECTION NUMBER  11  xmt  ^

01  PA/FS BUDGET CALCULATION          17  TIME LIMIT TRACKING MENU
02  MA BUDGET CALCULATION              18  AUTO SDX/WMS MENU
03  STATISTICS                        19  CCRS MENU
04  APPLICATION REGISTRY MENU          20  EEDSS HOST SYSTEM MENU
05  DENIAL ENTRY (APP AND SVCS)        21  W4139R INQUIRY REPORT
06  SIGN OFF                          22  DOMESTIC VIOLENCE MENU
07  N-S DATA ENTRY & DISPOSITION      23  GIS MENU
08  MAPPER APPLICATIONS                24  PA/FS PERIODIC REPORTING
09  SERVICES FULL DATA ENTRY          25  MEDICAL ASSISTANCE MENU
10  SERVICES UNDERCARE/MAINTENANCE     26  SSA 40 QUARTER MATCHING
11  CLIENT NOTICES MENU              27  CBIC MENU
12  WMS CASE & INDIVIDUAL INQUIRY      28  EMPLOYMENT MENU
13  SCR MENU                          29  IV/A-IV/D RESPONDENT INFORMATION
14  RFI MENU                          30  FAIR HEARING MENU
15  BICS MENU                         31  MMIS INQUIRY MENU
16  WMSMNU (MENU KEY)                 32  IRCS MENU
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The WMS/Client Notice Subsystem Menu is displayed. From this menu, choose selection 14, CNS Control Info Maintenance, then transmit.

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-WCN000                Department of Social Services                Date 07/06/20
                        WMS/Client Notice Subsystem Menu            Time 09:50:00

CASE NUMBER _____  REGISTRY NUMBER _____
NOTICE NUMBER _____ DISTRICT _____  BATCH NUMBER _____
                                INDICATE SELECTION NUMBER 14      Xmit _

01 NOTICE ENTRY                (CASE/REGISTRY NUMBER REQUIRED)
02 NOTICE INQUIRY              (NOTICE NUMBER REQUIRED)
03 NOTICE UPDATE                (NOTICE NUMBER REQUIRED)
04 PENDING NOTICE INQUIRY      (CASE/REGISTRY NUMBER REQUIRED)
05 SUPERVISORY REVIEW PRINT      (NOTICE NUMBER REQUIRED)
06 SIGNOFF
07 NOTICE AUTHORIZATION/RELEASE
08 BATCH NOTICE ENTRY
09 BATCH NOTICE INQUIRY        (BATCH NUMBER REQUIRED)
10 BATCH NOTICE UPDATE        (BATCH NUMBER REQUIRED)
11 NOTICE HISTORY INQUIRY      (CASE/REGISTRY/NOTICE NO REQUIRED)
12 NOTICE HISTORY REPRINT      (NOTICE NUMBER REQUIRED)
13
14 CNS CONTROL INFO MAINTENANCE
15 NYC/UPSTATE INQUIRY
F16 WMSMNU (MENU KEY)
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The Contact Data Maintenance Menu is displayed. The following entries are necessary:
 (Note – district field is prefilled with the first 4 letters of your district name)

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-WCN060                WMS/Client Notice Subsystem          Date 07/06/20
                      Contact Data Maintenance Menu         Time 09:50:40

INDICATE SELECTION NUMBER 1          ACTION (I/U) U
DISTRICT XXXX                PROGRAM AREA (PA,FS,MA,HP) ___
OFFICE ID ***                UNIT ID _____ WORKER ID _____ ADVOCATE NUMBER _____
MASS CHANGE KEY _____ - _____

                                                                Xmit _

                DISTRICT REQUIRED FOR SELECTIONS 1, 2, 3, AND 4

1 DISTRICT MAINTENANCE                (PROGRAM AREA,OFFICE,UNIT ID OPTIONAL)
2 OFFICE/UNIT/WORKER MAINTENANCE      (PROGRAM AREA OR OFFICE,UNIT,WORKER OPTIONAL)
3 OFFICE/UNIT/WORKER DATA ENTRY      (OFFICE,UNIT,WORKER OPTIONAL)
4 OFFICE/UNIT/WORKER MASS CHANGE
5 ADVOCATE MAINTENANCE                (ADVOCATE NUMBER REQUIRED)
6 OFF/UNIT/WRKR MASS CHG UPDATE       (MASS CHANGE KEY REQUIRED)
  
```

Indicate Selection Number:
 Enter 1 (District Maintenance)

Action:
 Enter U to create a new address table or to update an existing address table
 Enter I to view the address table

Office ID: *only enter office code all other fields remain blank*
 Entry made is determined by the location where each of the four groups will be returned. These codes must be used as follows:

- ✓ Enter **GLD** to create a district table that reflects the return address for this type of mail out application: Applicant/payee is age 66 or older (and all other active individuals are age 60 or older). **(Z10)**
- ✓ Enter **OFA** to create a district table that reflects the return address for this type of mail out application: Applicant/payee is age 60-65, or the applicant/payee is greater than or equal to age 66 and any other HH member is less than age 60. **(Z11)**
- ✓ Enter **U60** to create a district table that reflects the return address for this type of mail out application. Vulnerable, young children/disabled: Applicant/payee is less than age 60 and any other HH member is under age 6, disabled, or greater than or equal to age 60. **(Z12)**

- ✓ Enter **OTH** to create a district table that reflects the return address for this type of mail out application. Cases which received a prior program year Regular HEAP benefit. **(Z13)**

You can change/update these tables if necessary. Instructions on how to change/update district tables begin on page 5 of these instructions.

Once screen entries are complete, transmit.

The District Maintenance Screen is displayed. This is the screen used to enter the return address for the Office ID code entered on the previous screen. The district field is prefilled with the first 4 letters of your district name. The Office field is populated with the entry from the Contact Data Maintenance Menu, OFA, U60, OTH, or GLD. The Action field is prefilled with an A to add a new district address table.

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WCN062                               WMS/Client Notice Subsystem           Date 07/06/20
                                       DISTRICT MAINTENANCE SCREEN           Time 12:01:05

DISTRICT  xxxx                        PROGRAM AREA
OFFICE    xxx      UNIT                ACTION (A,C,D) A

NAME      _____
ADDRESS   _____
CITY      _____ STATE NY        ZIP  _____

                                       DISTRICT Phone Numbers

                GENERAL  ___ ___ ___ EXT.  ___
                CONFERENCE  ___ ___ ___ EXT.  ___
                FAIR HEARINGS  ___ ___ ___ EXT.  ___
                RECORD ACCESS  ___ ___ ___ EXT.  ___
                CHILD/TEEN HEALTH  ___ ___ ___ EXT.  ___
                FS RECERTIFICATION  ___ ___ ___ EXT.  ___
                EMPLOYMENT  ___ ___ ___ EXT.  ___
                FS REPAYMENT  ___ ___ ___ EXT.  ___
                MA RECERTIFICATION  ___ ___ ___ EXT.  ___

                                                                 Xmit  _

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The agency name, address and phone numbers for the Office code displayed are entered on this screen. This information is used to create the return address information on the CNS Mail Out Application Cover Letter.

To change/update an already existing district table you will follow the same procedures as previously described. (Note – district field is prefilled with the first 4 letters of your district name)

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-WCN060                WMS/Client Notice Subsystem                Date 07/06/20
                        Contact Data Maintenance Menu                Time 11:07:31

INDICATE SELECTION NUMBER 1                ACTION (I/U) U
DISTRICT XXXX                PROGRAM AREA (PA,FS,MA,HP) ___
OFFICE ID OFA                UNIT ID _____                WORKER ID _____                ADVOCATE NUMBER _____
MASS CHANGE KEY _____ - _____                Xmit _

                DISTRICT REQUIRED FOR SELECTIONS 1, 2, 3, AND 4

1 DISTRICT MAINTENANCE                (PROGRAM AREA,OFFICE,UNIT ID OPTIONAL)
2 OFFICE/UNIT/WORKER MAINTENANCE                (PROGRAM AREA OR OFFICE,UNIT,WORKER OPTIONAL)
3 OFFICE/UNIT/WORKER DATA ENTRY                (OFFICE,UNIT,WORKER OPTIONAL)
4 OFFICE/UNIT/WORKER MASS CHANGE
5 ADVOCATE MAINTENANCE                (ADVOCATE NUMBER REQUIRED)
6 OFF/UNIT/WRKR MASS CHG UPDATE                (MASS CHANGE KEY REQUIRED)

```

Indicate Selection Number:

Enter 1 (District Maintenance)

Action:

Enter U to create a new address table or to update an existing address table

Enter I to view the address table

Office ID:

Entry would be GLD, OFA, OTH, or U60 depending on the district table being updated.

Once screen entries are complete, transmit.

Based on the Office ID entered on the previous screen (Contact Data Maintenance Menu), the completed District Maintenance Screen is displayed. Changes/updates can be made to the already existing information. The district field is prefilled with the first 4 letters of your district name. The Office field is populated with the Office ID entered. The Action field is prefilled with a C to change the already existing information.

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-WCN062                WMS/Client Notice Subsystem          Date 07/06/20
                        DISTRICT MAINTENANCE SCREEN          Time 11:11:46

DISTRICT XXXX          PROGRAM AREA
OFFICE  OFA            UNIT          ACTION (A,C,D) C

NAME      The Agency's Name_____
ADDRESS   The Agency's Address_____

CITY      City_____ STATE NY      ZIP XXXXXX _____

                        DISTRICT Phone Numbers

                GENERAL  XXX XXX XXXX EXT.  _____
                CONFERENCE XXX XXX XXXX EXT.  _____
                FAIR HEARINGS XXX XXX XXXX EXT.  _____
                RECORD ACCESS XXX XXX XXXX EXT.  _____
                CHILD/TEEN HEALTH XXX XXX XXXX EXT.  _____
                FS RECERTIFICATION XXX XXX XXXX EXT.  _____
                EMPLOYMENT XXX XXX XXXX EXT.  _____
                FS REPAYMENT XXX XXX XXXX EXT.  _____
                MA RECERTIFICATION XXX XXX XXXX EXT.  _____

                                                Xmit _

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