

	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	04 – Family Assistance Manual (FAM)			
	Part No./Name	W. JOBS Automated System (JAS) User Guide			
	Section No./Name	W-800 Appendix			
	Document No./Name	W-870 JAS Case Manual Conversions			
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Situations arise that require the realignment of the STEP case on JAS with the FITAP case on L'AMI. The Manual Conversion process allows the on-demand update of specific identifying JAS data with information from the matching L'AMI case.

The need for Manual Conversion arises when the following situations occur:

- CID/PID mismatches occur between the STEP case on JAS and the FITAP case on L'AMI.
- Appropriate automatic update of JAS information is not made when a corresponding change is made on L'AMI. For example, the mailing address is not updated on JAS after the address is changed on L'AMI.
- The Subsequent Referral process is interrupted. For example, a closed STEP case on JAS is not automatically placed in Status 04 by JAS after the client is subsequently referred from L'AMI.
- A closed STEP case on JAS is manually reopened and displays a WIS ID rather than a L'AMI ID. The WIS ID will be in the format: 01-03-0-012345-20. These cases must be manually converted since a case with a WIS ID will not be considered in the participation calculations and to establish the link between JAS and L'AMI.

To request a Manual Conversion for a particular case the local office should first assure the STEP case on JAS is active and then contact their FITAP/STEP Regional Program *** Coordinator. **** The request should include the Case Name, JAS Case ID, L'AMI Case ID, an explanation of the circumstances requiring the request, and any other necessary information. The FITAP/STEP Regional Program *** Coordinator **** will review the request and forward to State Office if appropriate.

Refer to Document [W-820](#) for additional information regarding JAS Interfaces.