	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	00 – Miscellaneous Issuances Manual			
	<b>Part No./Name</b>	E. Executive Bulletins			
	<b>Section No./Name</b>	E-1000 Executive Bulletins			
	<b>Document No./Name</b>	E-1979 Rockhopper - Project Independence (RPI) Cutoff Scheduling			
	<b>Dates</b>	<b>Issue</b>	May 30, 1995	<b>Effective</b>	May 30, 1995


Changes to the monthly JAS cutoff schedule have been made to accommodate the pilot implementation of the RPI PC-based Case Management System. Cutoff is the day that routine monthly reports are generated from JAS.

In the past, cutoff has been the 15th of the month, or if the 15th falls on a non-workday, the first workday after the 15th. RPI cutoff will continue to adhere to this schedule. However, the JAS cutoff schedule will need to be permanently changed since the RPI file transfer procedures require a full day between cutoff and JAS production of monthly reports. Therefore, effective immediately, JAS cutoff will be scheduled each month to occur on the first workday after RPI cutoff, which is usually the 15th of the month.

To compute when JAS cutoff will occur, first determine when RPI cutoff will occur. Again RPI cutoff is scheduled for the 15th of each month, or if the 15th falls on a non-workday, the first workday after the 15th. JAS cutoff will then be the following workday. Examples are below.

- The 15th falls on a Monday, Tuesday, Wednesday or Thursday,
  - RPI cutoff will be on the 15<sup>th</sup>
  - JAS cutoff will be on the 16<sup>th</sup>
- The 15th falls on a Friday,
  - RPI cutoff will be on the 15<sup>th</sup>
  - JAS cutoff will be on Monday the 18<sup>th</sup>
- The 15th falls on a Friday and Monday is a holiday,
  - RPI cutoff will be on the 15<sup>th</sup>
  - JAS cutoff will be on Tuesday the 19<sup>th</sup>
- The 15th falls on a Saturday or Sunday
  - RPI cutoff will be on Monday the 16<sup>th</sup> or 17<sup>th</sup>
  - JAS cutoff will be on Tuesday the 17<sup>th</sup> or 18<sup>th</sup>
- The 15th falls on a Friday that is a holiday
  - RPI cutoff will be on Monday the 18<sup>th</sup>
  - JAS cutoff will be on Tuesday the 19<sup>th</sup>
- The 15th falls on a Monday that is a holiday
  - RPI cutoff will be on Tuesday the 16<sup>th</sup>
  - JAS cutoff will be on Wednesday the 17<sup>th</sup>

Those parishes where RPI has been implemented will have until close of business on the RPI cutoff date to enter the previous month's data in RPI. Parishes that are not RPI implemented will have until close of business on the JAS cutoff date to enter the previous month's data in JAS. JAS generated monthly reports normally run at cutoff will be available the morning after JAS cutoff.

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Please forward any questions to the appropriate Project Independence Program Specialist.