

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	X. Louisiana Automated Management Information System (LAMI) User Guide
	Section No./Name	X-600 Disposition
	Document No./Name	X-630 On-Line Disposition
	Effective Date	January 3, 2012

X-631 OVERVIEW

On-line disposition occurs for initial determination or after a case change or redetermination. When dispositioning a new case program on-line, the two LAMI disposition screens are used:

- Browse/Select Screen - this screen is a selection screen that displays information about all case programs that can be dispositioned. This screen is used to access the Disposition Reason Screen.
- Disposition Reason Screen - this screen contains the necessary fields to disposition a case program.

A case may be dispositioned at any time, but it is not required to enter a member's resource and income information. However, the information on the members in the LAMI system must be validated in order to assign correct benefit levels. The system creates a benefit summary (budget) only at disposition. The system validates that some required fields are entered.

X-632 INSTRUCTIONS

1. Select the Case Processing Menu from the LAMI Main Menu. Enter 'CP' in the CODE field and press ENTER.
2. Select the Disposition Screen. Enter 'DP' in the CODE field and press ENTER.

Note: The Select Case-Program for Disposition Screen only displays information. Data cannot be entered into the case program information fields, only in the ACT and the repositioning fields (PARISH, CASELOAD, and CASE ID). The list of case programs can be listed by parish, caseload or case ID.

3. Enter an 'S' in the ACT code column by the case program to be dispositioned. The first time a case (when the case program status is pending) is dispositioned, FITAP and SNAP linked to the same head of household must be dispositioned separately. The FITAP case should be dispositioned before the SNAP case if possible.

Note: After a case has been initially dispositioned, only one case program per head of household must be dispositioned to process changes other than a redetermination. LAMI automatically dispositions any active associated cases to ensure that changes to a member or case program impact all related cases.

Note: Because of the importance of the information provided to the client on the initial disposition, Notice of Decision – SNAP Approval, and Responsibilities of Mandatory Work Registrants, it is highly recommended that the case not be dispositioned a second time during the

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day it goes from PI/PO to AO status. If a change needs to be made, it is best to wait until the next business day to process that change.

Example 1: Case is certified expedited, code 2. Member returns the postponed verification later the same day of certification. Instead of changing the expedited code 2 to code 3 on the day of certification, wait until the next day to change the code 2 to code 3 to alleviate any benefit issuance problems. If this process is not followed, the initial approval notice will be cancelled, and there is also the possibility that the benefits will also be cancelled, and will have to be issued manually.

Example 2: Case is certified to AO status today. Worker neglected to add a member, or add an income source, or add an expense to the case. The worker adds the omitted data to LAMI and disposition the case “02”. There is now the possibility that LAMI will cancel the initial benefits because of the second disposition. There are two ways to handle this scenario: (1) Add the omitted data the next business day, do a “02” disposition to correct the case, and supplement the client for the initial month, if necessary. (2) Close the case, BM-IO the benefits, and UT-NC the notice. Reopen the case and input the correct data so the client receives the correct notification and timely benefits.

4. Press ENTER. The Disposition Reason Screen is displayed.

Note: Information about the case program should be displayed in the following protected fields:

- CASE ID - Parish ID and head of household's SSN for case program
- NAME - name of the head of household
- DOB - date of birth of head of household
- PROGRAM CATEGORY - case program being dispositioned (FITAP, SNAP)
- PROGRAM TYPE - FITAP or SNAP type (BA or UP; PA or NP)
- CERT FROM DATE - certification begin date

STATUS - status of case program (active, pending closure, etc. A new application is pending initial or pending reopen.)

5. Enter a valid code for the disposition reason in the REASON FOR DISPOSITION field. (This is the only field required for new application dispositions). The valid codes are:

- 01 NEW CERTIFICATION
- 02 CASE CHANGE

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- 04 REDETERMINATION
- 05 REOPEN
- 06 CLOSURE
- 07 REJECTION
- 98 END OF EARNED INCOME EXEMPTION
- 99 ASSOCIATED CASE DISPOSITION (SYSTEM ONLY)

6. Enter data into the appropriate remaining fields based on the application and intake interview:
- REDET CERT THRU DATE - required for redetermination; for new cases, the cert thru date is entered on the Register/Maintain Case Screen. If a SNAP case is in SR, this field will be non-modifiable until the 11th month. For those cases that meet the 24 month certification requirements, the worker can disposition the 'Redet Cert Thru Date' for 24 months instead of doing two "04" dispositions for 12 months each.
 - CLOSURE REJECTION CODES - required for disposition reason of closure/rejection.

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CLOSURE/REJECTION CODES:

- 01 FAILED TO PROVIDE VERIFICATION
- 02 REFUSED TO PROVIDE VERIFICATION
- 03 FAILED TO TIMELY REAPPLY
- 04 FAILED TO KEEP APPOINTMENT
- 05 FAILED TO PROVIDE A COMPLETE SIMPLIFIED REPORT FORM BY THE DUE DATE
- 06 FAILED TO COMPLY WITH RCA SOCIAL SERVICE
- 07 REFUSED TO COMPLY WITH QUALITY CONTROL
- 08 DOES NOT PURCHASE/PREPARE MEALS SEPARATELY (LACAP)
- 09 REFUSAL TO COMPLY W/ELIG REQUIREMENT
- 10 SUFFICIENT INCOME
- 11 GROSS INC ELIG, NET EXCEED LIMIT (FS)
- 12 INCREASE IN WAGES OR NEW EMPL (CLOSURES)
- 13 INCREASE IN CONTRIBUTIONS
- 14 INC SUPPORT FROM PERSON NOT IN HH OR AP
- 15 INCREASE IN CHILD SUPPORT
- 16 INCOME OF PARENT OF MUP, STEPPARENT, ALIEN SPONS
- 18 INCREASE IN SOCIAL SECURITY OR SSI
- 19 INCREASE IN OTHER FEDERAL BENEFITS
- 20 INCREASE IN OTHER STATE BENEFITS
- 21 AP RETURNED TO HOME AND SUPPORTS NEEDS OF THE AU
- 22 REMARRIAGE OR MARRIAGE OF PARENT AND INC IN SUP
- 23 OTHER INCREASE IN INCOME
- 24 FS REJECTION – DISASTER ONLY
- 25 APPROVED FOR SSI
- 26 DOES NOT MEET SCHOOL ATTENDANCE REQUIREMENTS
- 27 CHILD HAS BEEN INSTITUTIONALIZED>3 MO
- 28 DOES NOT RECEIVE SSI (LACAP)
- 29 LIVING WITH SPOUSE (LACAP ONLY)
- 30 RESOURCES OVER LIMIT
- 31 TRANSFERRED RESOURCES
- 32 DECREASE NEED OR EXPENSES
- 33 LEGAL CUSTODY NOT ESTABLISHED (KINSHIP)
- 34 FAMILY INCOME OVER 150% OF POVERTY LEVEL (KINSHIP)
- 35 CHILD INCOME OVER \$280 (KINSHIP)
- 36 PARENT IN HOME (KINSHIP)
- 37 CARETAKER CONVICTED OF DRUG FELONY (KINSHIP)
- 40 UNABLE TO LOCATE
- 41 RESIDENCE REQUIREMENT NOT MET
- 42 RESIDENCE OUT OF PARISH
- 43 MOVED OUT OF STATE
- 44 HEAD OF HH (PAYEE) LEFT HOME
- 45 INSTITUTIONALIZATION/INCARCERATION
- 46 LIVING WITH CHILD UNDER AGE 22 (LACAP ONLY)
- 49 60 MONTH TIME-LIMIT REACHED
- 50 VOLUNTARY QUIT WITHOUT GOOD CAUSE
- 51 FITAP PARENT IS STRIKER
- 52 FAILED TO COMPLY WITH LAJET
- 53 FAILED TO COMPLY WITH WORK REG/STEP

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- 54 FAILED TO COMPLY WITH SCHOOL ATTENDANCE REQ
- 55 REFUSED EMPLOYMENT
- 56 FAILED TO COMPLY WITH IMMUNIZATION REQUIREMENT
- 57 FAILED TO COMPLY WITH PARENTING SKILLS REQ
- 58 FAILED TO COMPLY WITH SES
- 59 24 MONTH TIME LIMIT REACHED
- 60 NO PROOF OF DEPRIVATION
- 61 INCAPACITY NOT ESTABLISHED
- 62 NO ELIGIBLE CHILD/MEMBER IN THE HOME
- 63 TWO-PARENT FAMILY, NO DEPRIVATION
- 64 PREGNANT WOMAN NOT IN 3RD TRIMESTER
- 65 ELIGIBLE FOR DIVERSION – OPEN AND CLOSE
- 66 NOT ELIGIBLE FOR DIVERSION – RECEIVED WITHIN 12MO PERIOD
- 67 NOT ELIGIBLE FOR DIVERSION - RECEIVED LIFETIME BENEFIT
- 68 NOT ELIGIBLE FOR DIVERSION – RECEIVED FITAP
- 69 NOT ELIGIBLE FOR DIVERSION – NO WORKFORCE CONNECTION
- 70 REQUESTED WITHDRAWAL
- 71 RELATIONSHIP POLICY NOT MET
- 72 DEATH OF APPLICANT/HEAD OF HOUSEHOLD
- 73 CITIZENSHIP NOT MET
- 74 AGE REQUIREMENT NOT MET
- 75 TCC 12 MTHS OF ELIGIBILITY ENDED (LOCAL)
- 76 STATE OFFICE CLOSURE OF TA
- 77 4-MONTHS DISCONTINUANCE ENDS
- 78 INCLUDED IN ANOTHER CERTIFICATION
- 79 NOT ELIGIBLE FOR FITAP – RECEIVED DIVERSION
- 80 NOT ELIGIBLE FOR DIVERSION – FAILED TO REG WITH LDOL
- 81 NOT WITHIN AGENCY POLICY
- 82 CHANGE IN STATE LAW OR POLICY
- 83 REFUGEE COLLEGE STUDENT
- 84 REFUGEE 8-MONTH ELIGIBILITY ENDED
- 85 PRESUMPTIVE FITAP ELIGIBILITY ENDED
- 86 EXPIRED REDETERMINATION
- 87 FAILED TO COMPLY WITH DRUG SCREENING
- 88 NO LONGER IN LIVING ARRANGEMENT CODE “A” (LACAP)
- 89 REGULAR FS BECAUSE OF EXCESS SHELTER OR MED EXP (LACAP)
- 90 DOES NOT MEET ABAWD WORK REQ
- 91 CASE OPENED IN ERROR (REJECTION)
- 92 ORIGINALLY INELIGIBLE
- 93 QUESTIONABLE INFORMATION NOT PROVIDED
- 95 HOUSEHOLD MEMBER DISQUALIFIED
- 96 GROSS INCOME INELIGIBLE (FS)
- 97 TCC INELIGIBLE
- 98 OTHER

- TEMPORARY WORKER - optional for assigning another worker who has maintained the case
- NOTICE SUPPRESSION - optional for suppressing automatic notice or suppressing adverse action The valid codes are:

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NOTICE SUPPRESSION CODES:

- 1 MANUAL NOTICE - ADVERSE ACTION
- 2 MANUAL NOTICE - NO ADVERSE ACTION (REQUIRED FOR KCSP)
- 3 AUTO NOTICE - NO ADVERSE ACTION

o INTERVIEW TYPES *

- T - Telephone Interview
- F - Face to Face Interview
- N - Waived (No Interview)
- M - Scheduled and Missed
- C- Scheduled but Canceled **

- 7. Press ENTER. At this point, the system performs eligibility determination and benefit calculation.
- 8. If the system is able to disposition a case program, the message 'Successful Disposition' is displayed. This message, however, does not mean that the case program was determined to be eligible. It only means that no errors were encountered while LAMI was dispositioning the case program.

Note: The results of the disposition are on the Benefit Summary Screens. Access these screens by using the direct command line ('BM BS') or stepping through the menus.

X-633 ENCOUNTERING DISPOSITION ERRORS

X-633-1 Common Errors or Problems

For a SNAP dependent care deduction to be calculated - the Payor SSN must be entered on the Member Non-Financial Data Screen for the member with the dependent care expenses. The Payor SSN must correspond to a member of the SNAP case.

Sanctions - must be entered before dispositioning the case. The Member Sanctions Screen allows sanctions without dates to be entered. When the sanction is in effect, the begin date of the sanction must be entered. On some sanctions, the system auto-populates the begin date after disposition.

Net shelter deductions - are displayed on the SNAP Benefit Summary Screen. Actual shelter costs are displayed on specific Member Expenses Screens.

Case Program Inquiry History Screen (PH) - displays effective date that reflects the date the case program status changes. It does not reflect the associated benefit month the status was effective.

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Case Member Inquiry History (MH) - displays member status (inclusion code) changes. The current information is displayed on the browse select. If the member's status has never changed, there will be no history on the Detail Screen.

X-633-2 Handling Errors

If an error message is displayed, the case is not automatically updated. The user must make the changes to correct the error. It is important that the system displays a successful message before the user continues. Otherwise, the changes entered on the screen will be lost.

If errors are encountered, an error message will be displayed stating the problem. An example is 'Cert From Date is Required on Case for Disposition'. To correct the data:

- Navigate to the screen where the error occurred and correct the error.
- Return to the Disposition Reason Screen to complete the disposition process. To return to the Disposition Reason Screen:
 - Select the Case Processing Menu from the Main Menu by typing 'CP'.
 - Select the Disposition Screen by typing 'DP'.