

ROBYN DOE PERIOD BEGAN 05/01/2003 TRANSFER TO:

NAME: ROBYN LEE DOE
SEX (M/F): M BIRTHDATE (MMDDCCYY): AGE:
DISABLED (Y/N/U): Y BLIND (Y/N/U): N RELATIONSHIP TYPE: 01
STUDENT (Y/N): MARRIED (Y/N): SSN: 000000000

NAME:
SEX (M/F): BIRTHDATE (MMDDCCYY): AGE:
DISABLED (Y/N/U): BLIND (Y/N/U): RELATIONSHIP TYPE:
STUDENT (Y/N): MARRIED (Y/N): SSN:

NAME:
SEX (M/F): BIRTHDATE (MMDDCCYY): AGE:
DISABLED (Y/N/U): BLIND (Y/N/U): RELATIONSHIP TYPE:
STUDENT (Y/N): MARRIED (Y/N): SSN:

RELATIONSHIP TYPES 1=CLAIMANT 2=SPOUSE 3=CHILD 4=FATHER 5=MOTHER
6=PARENT DEEMOR CHILD 7=SPONSOR 8=SPONSOR SPOUSE
9=SPONSOR DEP 10=OTH RELATIVE 11=NON RELATIVE

ROBYN DOE PERIOD BEGAN 05/01/2003 TRANSFER TO:

1=THIS HOUSEHOLD MEMBER OWNS OR IS BUYING
2=THIS HOUSEHOLD MEMBER RENTS
3=NO ONE IN HOUSEHOLD OWNS OR RENTS (CLAIMANT/ELIGIBLE SPOUSE ONLY)
4=DEEMOR (NOT LIVING WITH) OWNS OR RENTS (CLAIMANT/ELIGIBLE SPOUSE ONLY)

SELECT: HOUSEHOLD MEMBER RELATIONSHIP
2 ROBYN L DOE CLAIMANT

**MSSICS**

**RENTAL DATA**

ROBYN DOE PERIOD BEGAN 05/01/2003 TRANSFER TO:

RENTAL PAYMENT: 300.00

FREQUENCY OF RENTAL PAYMENT: 1 1=MONTHLY 3=DAILY  
2=WEEKLY 4=BI-WEEKLY

RENTAL LIABILITY VERIFIED (Y/N):

ANYONE IN HOUSEHOLD RELATED TO LANDLORD OR SPOUSE  
AS PARENT OR CHILD (Y/N): N

CURRENT MARKET RENTAL VALUE: VERIFIED (Y/N):

LANDLORD NAME:  
ADDRESS:

TELEPHONE:

RENTAL SUBSIDY: 0000.00

**MSSICS**

**WAGES**

ROBYN DOE TRANSFER TO:

EMPLOYER NAME: MCDONALDS EIN:  
234234234

EMPLOYER ADDRESS: 33 MAIN ST CATONSVILLE  
MD

CONTACT: MR. RON PHONE: 410 555 1212

FROM:	TO:	FREQ:	ALLEGED AMOUNT:	REPORTED AMOUNT:	VERIFIED AMOUNT:	DEDUCTIONS (Y):	POSTED AMOUNT
0503	0000	M	1500.00				1500.00

ROBYN DOE

TRANSFER TO:

SOURCE: FAMILY MEMBER  
ADDRESS: COHOES NY 12047

ID: GIFT

CONTACT:

PHONE:

SELECT INCOME TYPE RECEIVED: 13

- 1=ALASKA COUNTABLE LONGEVITY BONUS
- 2=ALASKA EXCLUDABLE LONGEVITY BONUS
- 3=ALASKA NATIVE CLAIMS DISTRIBUTION OVER \$2000 PER YEAR
- 4=ASSISTANCE INVOLVING COMMUNITY SERVICE BLOCK GRANTS
- 5=AWARDS
- 6=CASH INHERITANCE
- 7=CERTAIN ADOPTION ASSISTANCE
- 8=CERTAIN AUSTRIAN SOCIAL INSURANCE PAYMENTS (NOT BASED ON WAGE CREDITS)
- 9=CERTAIN FOSTER CARE PAYMENTS
- 10=EMERGENCY ASSISTANCE PAYMENTS (NOT INCOME OR ASSISTANCE BASED ON NEED)
- 11=FELLOWSHIPS NOT USED FOR EDUCATIONAL BENEFIT
- 12=GAMBLING WINNINGS
- 13=GIFTS
- 14=GRANTS NOT USED FOR EDUCATIONAL BENEFIT
- 15=INDIAN FISHING RIGHTS INCOME
- 16=INDIAN TRIBAL FUNDS DISTRIBUTED TO INDIVIDUALS
- 17=IN-KIND INHERITANCE
- 18=IN-KIND REMUNERATION FOR WORK
- 19=INSURANCE PROCEEDS
- 20=JOB CORPS DEPENDENTS ALLOWANCE
- 21=JOB TRAINING PARTNERSHIP ACT
- 22=JURY DUTY
- 23=MONEY PAID TO RESIDENTS OF A PUBLIC INSTITUTION WHERE NO EMPLOYER / EMPLOYEE RELATIONSHIP EXISTS
- 24=PAYMENTS DERIVED FROM INDIVIDUAL INTEREST IN INDIAN TRUST OR RESTRICTED LANDS (IN EXCESS OF \$2000 A YEAR)
- 25=PRIZES

**MSSICS**

**SOCIAL SECURITY**

JOHN DOE

TRANSFER TO:

RECENT FILING (Y/N): N IF YES, DATE (MMYY): ID:

FROM: (MMYY)	TO:	ALLEGED AMOUNT:	VERIFIED AMOUNT:	DEDUCTIONS (Y):	POSTED AMOUNT	TYPE: (A, S)
1007	1007	0.00			0.00	A

**MSSICS**

**PENSION INCOME**

JOHN DOE

TRANSFER TO:

TYPE OF PENSION: 04

- |                      |                      |                      |
|----------------------|----------------------|----------------------|
| 1=MILITARY           | 5=PRIVATE DISABILITY | 9=FOREIGN PRIVATE    |
| 2=STATE              | 6=UNION RETIREMENT   | 10=INSURANCE         |
| DISABILITY           |                      |                      |
| 3=LOCAL              | 7=UNION DISABILITY   | 11=ANNUITY           |
| 4=PRIVATE RETIREMENT | 8=FOREIGN GOVERNMENT | 12=FEDERAL (NON-OPM) |

SOURCE: WALMART

ID:

ADDRESS: GB

CONTACT:

PHONE:

FROM: (MMYY)	TO:	FREQUENCY: (W, BW,M,SM,BM,Q,SA,A)	ALLEGED AMOUNT:	VERIFIED AMOUNT:	DEDUCTIONS (Y):	POSTED AMOUNT
1108	0109	M	200.00			200.00
0409	0000	M	350.00			350.00

IF FREQUENCY NOT MONTHLY - DATE LAST/NEXT PAID (MMDDYY):

# New Payee/Applicant Applications

## RELA screen – Relationship Information screen

```

RPAY                                RELATIONSHIP INFORMATION                                RELA
TRANSFER TO: XXXX

RP: SSS-SS-SSSS  SSSSS SSSSSSSSSSS      BN: SSS-SS-SSSS  SSSSS SSSSSSSSSSS

HAVE YOU ESTABLISHED A BANK ACCOUNT FOR RECEIPT OF THESE PAYMENTS? (Y/N):

DO YOU WANT DIRECT EXPRESS? (Y/N):

CHOOSE TYPE OF APPLICANT/REP PAYEE: 99
01. SELF                                07. SPOUSE
02. NATURAL OR ADOPTIVE FATHER          08. STEPFATHER
03. NATURAL OR ADOPTIVE MOTHER          09. STEPMOTHER
04. NATURAL OR ADOPTIVE CHILD OR STEPCHILD  10. GRANDPARENT
05. OTHER RELATIVE, SPECIFY:            11. ESSENTIAL PERSON
    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    12. INSTITUTION
06. OTHER, SPECIFY:
    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DO YOU HAVE PHYSICAL CUSTODY? (Y/N): X
DOES THE BENEFICIARY/RECIPIENT HAVE A COURT APPOINTED LEGAL GUARDIAN? (Y/N): X
IF YES, ARE YOU THE LEGAL GUARDIAN? (Y/N): X
IF NOT SELF/RELATIVE, WHEN DID YOU MEET THE
BENEFICIARY/RECEPIENT? (MMYYYY): 999999
*****

If the rep payee is an institution the heading will be:

RP: SSSSS SSSSSSSSSSSSSSSSSSSSSSSSS      BN: SSS-SS-SSSS  SSSSS SSSSSSSSSSS

```

The “DO YOU WANT DIRECT EXPRESS?” is the new question added to this screen.

If the answer is “Y” to Direct Express question, then on the RPDA screen the unique RTN “072413133”, Type of Account: C, and the DAN “DIRECTEXPRESS” or whatever wording policy decides will display.

If the answer is “N” to Direct Express question, then “I do not want a direct express account” will print out on the SSA-11 application.

## Relationship (RELA) Help Screen:

The Relationship Help screen should be as follows. This screen is provided through a link on the RELA Screen. PF1 is the help key.

```
RELA - RELATIONSHIP INFORMATION HELP SCREEN

Help Screen for Relationship Information Screen (RELA) MSOM: RPS 002.009
The RELA screen currently collects relationship and direct deposit information.
The direct express program will be added to the RELA screen as of September 2008.

THIS HELP SCREEN WILL DESCRIBE THE NEW DIRECT EXPRESS PROCESS:

o A new direct express question has been added to the RELA screen.

o Cannot have direct deposit and direct express at the same time.

o If the direct express option is selected on the RELA by answering "Y" to the "DO YOU WANT DIRECT EXPRESS?", then once the RELA screen has been completed, the Direct Deposit Application (RPDA) screen will display.

o The RPDA screen will display the direct express unique routing and transit number (RTN), 072413133, Type of Account, "C" and a unique depositor account number (DAN),"DEC" in read only mode.

o All entitlements will be automatically selected.

o If the rep payee does not want all entitlements to go to direct express, or wants all entitlements to go on one direct express account, then PF7 out of the RPDA screen and change the "DO YOU WANT DIRECT EXPRESS?" question to "N" on the RELA screen and have the rep payee contact Comerica Bank directly.

o For the entire process refer to MSOM RPS 002.009.
```

## **RPDA screen - DIRECT DEPOSIT APPLICATION**

No help screen is needed

```
RPAY                DIRECT DEPOSIT - APPLICATION                RPDA
TRANSFER TO: XXXX
RP: SSS-SS-SSSS  SSSSS SSSSSSSSSS      BN: SSS-SS-SSSS  SSSSS SSSSSSSSSS

DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 072413133
TYPE OF ACCOUNT: C C: CHECKING  S: SAVINGS
ACCOUNT NUMBER: DIRECTEXPRESSXXXXXXXXX
CHOOSE FOR THE ENTITLEMENT LISTED BELOW:
1 THE ABOVE DIRECT DEPOSIT DATA APPLIES
2 OTHER DIRECT DEPOSIT DATA APPLIES
3 DIRECT DEPOSIT DOES NOT APPLY

ACCOUNT NUMBER      BIC/ID  TITLE 2/16  CHOICE  SELECTION STATUS
SSSSSSSSS          SSS     SS         X       SS
SSSSSSSSS          SSS     SS         X       SS
SSSSSSSSS          SSS     SS         X       SS
SSSSSSSSS          SSS     SS         X       SS

NOTE: You will receive 1 debit card for each entitlement. If you want 1 debit
```

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Card for multiple entitlements, please (PF7) back to the RELA screen and change the answer to "N" on Do you want Direct Express?" and contact Comerica Bank directly.

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NOTE: If the rep-payee is an institution, the heading will be displayed as:

RP SSSSS SSSSSSSSSSSSSSSSSSSSS

**RPLD - PAYMENT LEGEND AND ADDRESS**

This screen displays in the selection process.

No help screen needed.

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RPAY                                PAYMENT LEGEND AND ADDRESS                                RPLD
TRANSFER TO : XXXX
RP: SSS-SS-SSSS SSSSS SSSSSSSSSSS BN: SSS-SS-SSSS SSSSS SSSSSSSSSSS
LEGEND NAME: PPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPP
CHOOSE LEGEND OPTION: 9
  1. N/A          2. N/A          3. FOR          4. GDN OF
  5. CONS OF     6. COM OF     7. OTHER
IF OPTION IS 7, THEN XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX
PAYMENT ADDRESS: PPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPP
                  PPPPPPPPPPPPPPPPPPPPP PPPPPPPPPPPPPPPPPPPPP
CITY: PPPPPPPPPPPPPPPPPPPPPPPPP STATE: PP ZIP: PPPPP
STATE AND COUNTY CODE: PPPPPP DISTRICT OFFICE CODE: PPP
COUNTRY: PPPPPPPPPPPPPPPPPPPPP POSTAL ZONE: PPPPPPPPPPPPPPP
CONSULAR CODE: PPP
CHOOSE WHO THIS LEGEND AND ADDRESS IS FOR:
ACCOUNT          TITLE BIC/
BOAN             NUMBER 2/16 ID   BN NAME          CHOICE
1.SSS-SS-SSSS   SSS-SS-SSSS SS   SSS   SSSSS SSSSSSSSSSS X
2.SSS-SS-SSSS   SSS-SS-SSSS SS   SSS   SSSSS SSSSSSSSSSS X
3.SSS-SS-SSSS   SSS-SS-SSSS SS   SSS   SSSSS SSSSSSSSSSS X
MORE (Y/N) X   DIRECT DEPOSIT (Y/N): X   DIRECT EXPRESS (Y/N): X
T2 PE SYSTEMS LIMITATION (Y/N): X
*****
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```

**RPDD-DIRECT DEPOSIT**

This screen displays after the (Payment and Legend screen) RPLD in the selection process.

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RPAY                                DIRECT DEPOSIT                                RPDD
TRANSFER TO : XXXX
RP: SSS-SS-SSSS SSSSS SSSSSSSSSSS BN: SSS-SS-SSSS SSSSS SSSSSSSSSSS

DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999
TYPE OF ACCOUNT: X C: CHECKING S: SAVINGS
ACCOUNT NUMBER: XXXXXXXXXXXXXXXXXXXX
CHOOSE FOR THE ENTITLEMENT LISTED BELOW:
1 THE ABOVE DIRECT DEPOSIT DATA APPLIES
2 OTHER DIRECT DEPOSIT DATA APPLIES
3 DIRECT DEPOSIT DOES NOT APPLY

BOAN          BN NAME          BIC/ID  TITLE 2/16  CHOICE
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
SSS-SS-SSSS  SSSSS SSSSSSSSSSS  SSS     SS        X
MORE (Y/N) : P
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```





MORE? (Y/N): X

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User will enter this screen through (2/08) RPDU option 15. If the applicant wants Direct Express, the CR will type the unique DAN "DIRECTEXPRESS" in the Account field, and proceed as normal. The system program will send the ACCT Number along with the Unique RTN and Type of Account to the MBR/SSR. When the user comes back to this screen the ACCT Number, Unique RTN and Type of Account will display on screen.

### **Direct Deposit Update (RDDU) Help Screen:**

The Direct Deposit Update Help Screen should be as follows. This screen is provided through a help key on the RDDU screen. PF1 is the help key.

RDDU - REPRESENTATIVE PAYEE DIRECT EXPRESS UPDATE HELP SCREEN

Help Screen for Rep Payee Direct Deposit Update and Direct Express (RDDU) MSOM: RPS 005.008

Direct Deposit Update Screen is currently used to enroll or Update direct deposit account Information for individual or organizational rep payees. The direct express program will be added to the RDDU screen as of September 2008.

**THIS SECTION WILL DESCRIBE THE NEW DIRECT EXPRESS PROCESS:**

- o If the applicant/rep payee wants direct express, the CR will enter the following:
- o "3" in Enter Option to View Beneficiaries" field
- o The unique Depositor Account Number (DAN) "DEC" in the Account field, and proceed as normal.
- o The system will prefill the unique RTN, Account Number and Type of Account "C" to the RDDU upon re-entry.
- o If the applicant/rep payee enters the account number field as "DEC" and "Enter Option to View Beneficiaries" field value is either 1 or 2 then error message will display. The value should be 3 always.
- o For the entire process refer to MSOM RPS 005.008.

**THIS SECTION WILL DESCRIBE THE REPRESENTATIVE PAYEE DIRECT DEPOSIT UPDATE**

This process will send a finder (transaction) for direct deposit changes or enrollments to the MBR/SSR. If an active MSSICS pending file exists; the change to the SSR will update the pending file).

The direct deposit action can be made to different categories of beneficiaries, who have an active relationship to the specified Representative Payee and have complete data within the MRPF. The categories are selected using the following options:

1. WITH NO BANK INFORMATION = a list of all beneficiaries (T2/T16) who do not have a bank account.
2. WITH SPECIFIC BANK INFORMATION = a list of beneficiaries (T2/T16), who have the bank account entered in 'OLD BANK INFORMATION'.
3. ALL ASSOCIATED BENEFICIARIES = a list of all beneficiaries (T2/T16), with or without direct deposit data in the MRPF.

After completing 'INDICATE ORDER OF LIST', the list of beneficiaries will be shown as requested.

If the list of beneficiaries exceeds 50, management authorization, using the RDDA Screen is need to effect the change or enrollment.





## **Payment Information (RPPI) Updated Help Screen:**

Currently there is a help screen for RPPI. The following text needs to be added to the help screen. The Payment Information Help Screen should be as follows. This screen is provided through a link on the RPPI screen. PF1 is the help key.

**RPPI - REPRESENTATIVE PAYEE PAYMENT INFORMATION (Payment Address and Direct Express Data) SCREEN**

**Help Screen for Rep Payee Payment Information (RPPI) MSOM: RPS 005.007**

Change of rep payee Payment Address screen currently updates the individual payee's payment and direct deposit data within Master Representative Payee File (MRPF) and (Supplemental Security Income) SSI systems. RPPI is prefilled with the representative payee data from MRPF and can be over keyed. The direct express program will be added to the RPPI screen as of September 2008.

### **THIS SECTION DESCRIBES THE NEW DIRECT EXPRESS PROCESS:**

- o The following question has been changed from "Delete Direct Deposit (Y/N):" to "Delete Account (Y/N):" on the rep payee Payment Information screen. The CR will have the ability to delete direct deposit or direct express accounts.
- o If the applicant/rep payee wants direct express, the CR (Field Office Technician) will type the Unique Depositor Account Number (DAN), "DEC", and proceed as normal.
- o When the CR comes back to this screen the Account Number, Unique RTN and Type of Account will be displayed on the screen.
- o If direct express data has been entered in Direct Deposit Application (RPDA) screen, then the data will be prefilled to this screen.
- o For the entire process refer to MSOM RPS 005.007.

### **THIS SECTION DESCRIBES THE CHANGE OF REP PAYEE PAYMENT ADDRESS:**

- o The RPPI Screen was designed to maintain the integrity of Payment Address and Direct Deposit data within the MRPF and the SSI System.
- o RPPI is prefilled with representative payee data from MRPF and can be over keyed.
- o The data on RPPI will update the MRPF after entering.
- o Use of the RPPI does not create a finder (transaction) and will not automatically update the MBR/SSR.
- o To use the data to update the SSR, an event in MSSICS must be opened/closed and the action taken to seed the SSR.