HEAP Batching Instructions

In order to hold CNS Notices during the Early Mail-Out period:
The requirements are:
- Case type 60 only
- Case status must be active

Reason Codes must = A10, A13, A14, A15, A16, A17 (Approval Reason Codes Only)
The correct HEAP Budget must be stored:
- R/C A10= Stored Budget with Benefit Type=R
- R/C A13=Stored Budget with Benefit Type=R
- R/C A14= No Budget Requirement
- R/C A15= Stored Budget with Benefit Type=E
- R/C A16= Stored Budget with Benefit Type= B
- R/C A17= Stored Budget with Benefit Type=E **And** Prior Budget with Benefit Type =R
- R/C A22= HEAP Regular Grant Only - 2 Party Check Sent to Vendor

Once the budgets are stored:
- Authorize payment line
- Complete direct data entry ensuring that the Notice Indicator on screen 1 is an "N"
- Access the CNS Batch Notice Entry Screen, selection 08 on the CNS Subsystem Menu

After accessing the CNS Subsystem and choosing selection 08, screen WCN 022 will be returned:

- Enter **HP** in the Benefit Category and one of the above reason codes in the Reason Code Field. Enter the date the Notice should be created in the **Process Date. Note:** This is the date you want your notice to be released. If you do not put a release date in this field, it will automatically be pre-filled with today's date and the notice will be created that night.
- Enter a list of cases that require a notice associated with the reason code entered.
- Transmit, the "filled" WCN022 screen is returned with two messages on the bottom of the screen:

BATCH NOTICE RECORD **XXXXX** CREATED
More notices to Create? (Y/N) N

- A screen print is automatically generated to serve as verification of entry

- The More Notices to Create field is a shortcut, if a "Y" is entered, the WCN022 screen is returned with the HP category and the previously transmitted reason code already entered.

*The Batch Number is extremely important and is required in the event that cases must be added or deleted from the list, or the process date changed. This number is required for access to Inquire or Modify a Batch (CNS functions 09 and 10, respectively).

To Delete an Entire Batch:
- Access the CNS Subsystem Menu
- Enter the Batch Number and selection 10 (Modify), transmit.
- The "filled" screen WCN022 associated with the Batch # entered will be returned.
- Depress Special Function Key 14

Screen WCN000 will be returned with a message that the Batch has been deleted.

IMPORTANT, PLEASE REMEMBER!

When choosing the Process date, the date you want your notice to be released, do not use a date PRIOR to Program Opening! In order to avoid problems with CNS printer capacities, please spread the release dates throughout the month of November.