



## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	25DC015 Upstate
<b>Date:</b>	February 18, 2025
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, Employment Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	Availability of New Cognos Report: EID Earned Income Source Code and Individual Reason Code
<b>Effective Date:</b>	Immediately
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### Section 2

The purpose of this general information system (GIS) message is to inform upstate social services districts (districts) of the availability of the EID Earned Income Source Code and Individual Reason Code Report, which can be accessed immediately using Cognos. This report was created to help districts more easily monitor cases receiving the one-time six month 100% Earned Income Disregard (EID) for new employment and the 100% EID for paid training activity.

#### How to Access the EID Earned Income Source and Individual Reason Code Report:

1. In Centraport, under the Links section, click on Applications.
2. Select Cognos
3. Select Team Content
4. Select Global Reports
5. Select OTDA
6. Select Employment Program Reports
7. Select EID Reports

The report can be run for any timeframe beginning April 1, 2024 or later, using the Start Activity From Date and End Activity From Date calendars in the Prompts screen.

It is recommended that this report should be run in Excel format, and users may have to change the format from HTML to Excel after running it the first time.

The report in Excel format contains four tabs. The first tab contains cases receiving the one-time 100% EID for employment, identified by Earned Income Source Code 73 (for ABEL budgeting) and the M41 Individual Reason Code (for generating CNS notices). It shows how many months the client has had the EID and the projected end date of the six month EID period. The second tab shows cases receiving the 100% EID for paid trainings and work activities, identified by Earned Income Source Code 74 and the M42 Individual Reason Code. Unlike the 100% EID for new employment, this EID is not subject to a time limit and can be given more than once. The third tab comprises cases that were issued an M41 or M42 Individual Reason Code without a corresponding Earned Income Source Code of 73 or 74. The fourth tab includes cases with an Earned Income Source Code 73 and 74 without a corresponding M41 or M42 Individual Reason Code. The total at the bottom of the report is set to the case count and the count of Client Identification Numbers.