

Automation Exception Search

A new search criteria has been added to the Exception Search so the regions can review the Food Stamp Employment and Training/Optional Workfare (FSET/OW) program cases that were rejected from the automated process. Currently, there are several automated processes:

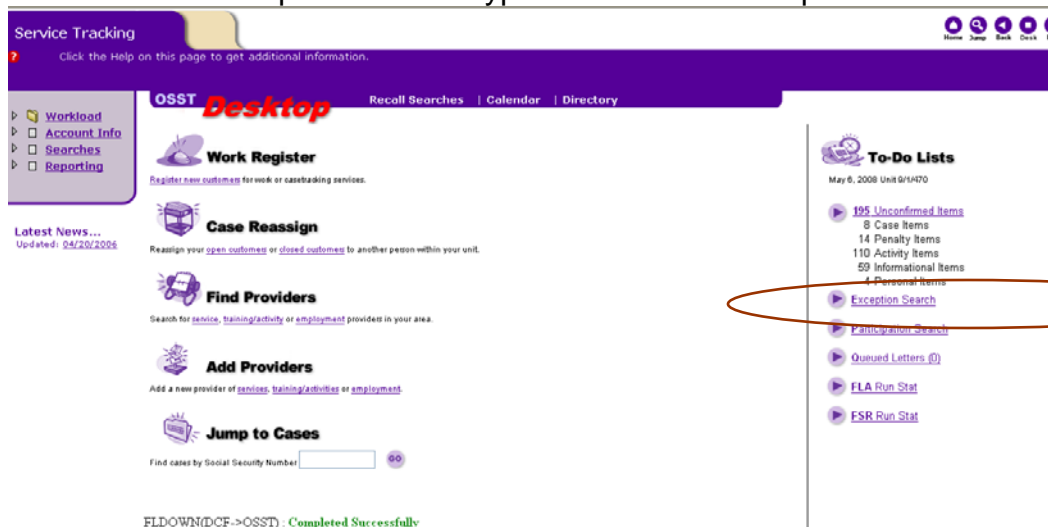
- Initial engagement process: confirm the Reopen, T-To (with Reopen by FLORIDA on the Case History) and New Case To-Do; generate the Notification Activity (599) on the Skill Development screen; and generate the Notice of Mandatory Participation letter.
- Conciliation process: terminate the 599 on the Skill Development screen; enter a failure date and reason on the Alternative Plan screen; mail the Notice of Failure letter; and implement all applicable on-line edits, such as reminder To-Dos.
- Sanction process: terminate the conciliation by entering a sanction request; implementing all applicable on-line edits, such as case notes and To-Dos.

If the automation process is terminated at any point, the rejection reason and information can now be located on the Exception Search screen. A report will print the exact reason the

- Initial engagement process was not initiated and the NOMP was not mailed to the program participant;
- Conciliation was not entered on the Alternative Plan screen and the NOF was not mailed; and/or
- Sanction was not requested by the automated process.

Step-by-Step Process

1. Select the Exception Search hyperlink on the Desktop screen.



2. Select "Automation" under the "Batch Name" dropdown. The user may enter the Region, County and Unit to limit the search results to a specific area. To initiate the search, select "Search."

Automation Exception Search	
Search Criteria Entry	
[Enter criteria and click 'Search' to display]	
*	Batch Name Automation
	Error Date
	FLORIDA Case Number
	Client SSN
	Error Message Contents
	Region 14
	County
	Unit
	Error Status
	Sort by
Search ? Clear Changes ?	

3. The results will display. The display includes the date the automation process was "run," the participant's name, the case number, the social security number, the error message, and the location of the case. The name of the participant is also a hyperlink to the case.