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FIELD OPERATIONS MEMO 97-02
JANUARY 1, 1997

TO: LOCAL OFFICE STAFF
FROM: JOYCE SAMPSON, ASSISTANT COMMISSIONER FOR FIELD OPERATIONS
RE: ARTS ENHANCEMENTS

Introduction

This memo provides information regarding modifications to ARTS. These changes to ARTS include:

- Addition of the last three occurrences of the ESP component with the actual hours to the weekly ARTS download;
- Addition of the new SAVE code letters to the ARTS download;
- Change to the expedited issuance counter on ARTS from five to seven days; and
- A reminder about creating the FED Report as part of the ARTS Central Office upload.

**ESP
Component
Codes**

To track and monitor nonexempt TAFDC recipients in job search or community service, three new fields will be added to the weekly ARTS download. This will allow the importing of the download file into an Approach database to send letters to select groups of clients based on their ESP component codes.

The new fields are the last three open ESP components and their respective actual hours. Currently, the ARTS download has only one occurrence of the ESP component (mj code).

**ARTS SAVE
Code
Modifications**

To make the information on an ARTS query more accurate, the SAVE field on ARTS has been modified to reflect the specific SAVE letter code contained on PACES. Currently, the SAVE field displays a Yes or No indicator even though the ARTS download contains the actual letter code stored on PACES.

For category 2, 2T(TAFDC), 4(FS-Only) and 9 cases, the SAVE code, in conjunction with the appropriate Action Reason and Program Code (block 44), ensures that the recipient is properly notified and/or the case is properly tracked.

For cases where the grantee does not have a letter code other than Y or N in the SAVE field on the ARTS download, ARTS will display a Yes or No indicator.

**Expedited Food
Stamps**

The new Federal Welfare Reform legislation allows for the issuance of expedited Food Stamps to eligible households no later than seven days after the date of application. In conjunction with this legislation, the counter in ARTS (related to the Tompkins case) will be changed from five to seven days.

**ARTS Central
Office Uploads**

Local office staff should be aware of a third report on ARTS that is created when an upload occurs specifically, the FED report. This report should be uploaded along with the SA1A and the Denial report. Please refer to the *Personal Computer User's Guide, Volume 1, ARTS, Chapter IX: Reports* for the Central Office Uploads procedures.

Questions

Questions regarding this information must be directed to the Systems Customer Support Services Hotline at (617) 348-5290.
