



Memorandum

Date: September 9, 1994

To: Directors of Income Security

From: Gerry Schmidt/Annette Enns
Directors of Field Operations
Income Security &
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Telephone:

Subject: **Production of Annual Reviews (ICFS) Screen**

In order to avoid District Offices receiving, in some cases, considerable volumes of redirected annual reviews, the ability to suppress the production of annual reviews is now available for two specific circumstances. These two situations are:

- cases where the applicant is living in an institution (shelter type **IN**) and where an alternate review process is in place, and
- **GSA** cases where **SAHS only** benefits are provided.

District Office Director approval is required on hard copy file before suppressing the production of an annual review.

An enhancement has been made to the Change Case Screen to allow, in the above circumstances, annual reviews to be suppressed. A new field, **suppress AR:**, has been added to the screen. This field is blank. To suppress the production of the annual review a **y** must be entered in the field.

Attempting to stop an annual review for a case that does not meet the above requirements will result in error **E-1106 INVALID AR SUPPRESSION** being displayed.

When the Suppress AR indicator is set to 'y' and the annual review date is the same as the current monthly budget date, the Annual Review Date and Last AR Checked Date fields, will automatically update by one year.

Cases with the annual review production suppressed will be listed on the Directors BF Report in the month of the annual review date. The BF will not appear again until the following year at the same time, if the annual review continues to be suppressed.