SRS Data Entry Instructions

Action	Coding
Placing a case into SRS (non-NED) *(Place the case in SRS only during months 1-4 of the cert period.)*	• Use the **SRS** transaction code. Use **CRT SRS** if putting into SRS the same day as doing a certification action. (Follow the procedure listed below for recerts.) • Enter **S** in the Mand Rpt field. • Enter the Rpt Exp date. The date must be six months from the start cert date. • Enter RU or press F9.
Placing a case into SRS (NED) *(Place the case in SRS only during months 1-4 of the cert period.)*	• Use the **SRS** transaction code**.** Use **CRT SRS** if putting into SRS the same day as doing a certification action. (Follow the procedure listed below for recerts.) • Enter **S** in the Mand Rpt field. • Enter the Rpt Exp date. The date must match the Expr Cert date. • Enter **NED** in one of the first three slots of the HH Type field. • Enter RU or press F9.
Changing a non-NED SRS case to NED	ℂ Use the **SRS** transaction code. ℂ Change the **S** in the Mand Rpt field to **N**. ℂ Do not change the Rpt Exp date, it will be removed by the system. ℂ Enter RU or press F9. ℂ Follow the instructions, above, for placing a NED case into SRS.
Recertifying a case already in SRS (non-NED)	ℂ Enter **REC SRS** transaction codes. ℂ Enter the start cert and end cert dates. ℂ Enter the **Y** in the Rept field. ℂ **Do not** touch the Rpt Exp date; the system will extend 6 months in the future. ℂ Change any other information needed for the recert. ℂ Enter RU or press F9.
Recertifying a case already in SRS (NED)	ℂ Use the **SRS** transaction codes. ℂ Type N in the Mand Rpt field. ℂ Enter RU or press F9. ℂ Follow the steps, above, for **recertifying a case and placing in SRS.**

Extending the cert period when putting a case into SRS *(If the start cert date is touched, the computer will force a recert action. This means you must take a new application and conduct an interview.)*	If the end cert date is earlier than the new Rpt Exp date, the cert period must be extended. Do the following: ℃ Use the **ADJ** transaction code in addition to **SRS**. ℃ Enter the new end cert date. This date cannot be more than 12 months from the start cert date. **Do not** change the start cert date. ℃ Enter **S** in the Mand Rpt field. ℃ Enter the Rpt Exp date. The date must be six months from the start cert date. ℃ Enter RU or press F9.
Removing a case from SRS (NED and non-NED)	℃ Use the **SRS** transaction code. ℃ Change the **S** in the Mand Rpt field to **N**. ℃ Do not change the Rpt Exp date or remove the NED code; it will be removed by the system. ℃ Enter RU or press F9.
Making changes other than the 852	Clients may report changes during the cert period. Take the regular action to add income, remove income, change household composition or to change deductions. *DO NOT use the SRS transaction code, touch the S in the Mand Rpt field or the Rpt Exp date.*
Processing the 852 during the 5th month of the cert period.	Clients are told to complete and return the 852 between the 1st and 10th of the 6th month of the cert period. They may miss income or household changes if they turn the form in early. Workers must return the 852 or call the client if it is received early to gather up-to-date information. **Do not process the 852 before the 6th month.**
Processing the 852 (*Interim Change Report*) during month 6 of cert period The case is in OP status.	℃ Use the **SRS** transaction code. If other case information needs to be changed use **SRS ADJ**. ℃ **Do not** re-enter the S in the Mand Rpt field. *Note: Re-typing the S or changing to another value will return an error and prevent update.* ℃ Enter **Y** in the Rept field. ℃ **Do not** touch the Rpt Exp date. The system will automatically extend the date 6 months, provided there are at least 6 months left in the cert period. ℃ If the end cert date is before the Rpt Exp, use ADJ to extend the end cert date up to 12 months in the future. ℃ Enter RU or press F9.

Processing the 852 (Interim Report) during month 7 of the cert period. The case is in SU status.	C Use **ROP SRS** transaction codes. Add **ADJ** if other case information needs to be changed. *Note: If you do a ROP without **SRS**, the Rpt Exp date will not update. The case will reopen but will suspend at the end of the month.* C Enter **Y** in the Rept field. C **Do not** touch the Rpt Exp date. The system will automatically extend the Rpt Exp date 6 months if there are at least 6 months left in the cert period. C If the end cert date is earlier than the Rpt Exp, use ADJ to extend the end cert date up to 12 months in the future.
Process the 852 during month 8 of the cert period. The case is in CL status.	When the 852 is not processed before the Rpt Exp date, the case goes into SU status. At the end of the SU month, the case goes to CL status. Once the case is CL it is too late to process the 852 without doing a REC. *This means all new information is needed to make a new eligibility decision. Establish a new filing date. Take a new application.*

SRS Common Error Messages

Error Message	Description and Solution
E 148: INC/DED typ not valid w/NED.	Review income types; earned income codes are not valid with NED. You will receive this error even if the earned income amount is 0.00. The income type must be deleted.
E149: NED needs ECERT and RDATE eq.	End cert and Rept Exp must be the same date.
E151: 12 month SRS must have HHTYP "NED"	Requires NED HH Type if Rept Exp date is 12 months.
E152: Not Elder/ disabled/vet for "NED"	At least one person on the case cannot be identified as elderly or disabled. This is also the default error message for SRS/NED when no other message is appropriate.
E154: SRS w/NED must have 12 months cert	Invoked when NED cert is less than 12 months.
E155: Cannot change HHtyp with SRS status	Invoked when trying to remove NED from 12 month SRS case.
FS104 TBA/SRS requires Mand Rpt change	The SRS transaction was entered but the Mand or Rept field were not updated. If placing the case in SRS, enter S in the Mand field. If removing the case from SRS, enter N in the Mand field. If processing 852, enter Y in the Rept Field.
RPTX01:Invalid data Rpt date	The Rpt Exp date is blank; not a valid date format. Enter the Report expiration date in the Rpt Exp field. Correct the date entered in the Rpt Exp field to a valid format
SRS date must be 6 mos from start cert	The Rpt Exp date is not six months from the start cert date. Change the Rpt Exp date so it is exactly six months from the start cert date. Enter the last date of the sixth month (ex: 093005).

With SRS, PROGRAM must not be M5	ERDC cases (M5) cannot be in SRS. If the Prg field has M5 and the case is no longer receiving ERDC, add the ADJ transaction and change the Prg to the appropriate program. If there is no CM case, use the spacebar to remove the M5.
TRAN02:Incompatible trans	Two transaction codes that cannot be used together have been entered, usually MRP SRS. If the case is in MRP and you want to place it in SRS, first use the MRP transaction to remove the case from MRP and press F9. Then use the SRS transaction to place the case in SRS.
SRS rpt period cannot chng in curr mth	The 852 can only be processed in the month in which the Rpt Exp date falls, or the month following. It cannot be processed earlier than the Rpt Exp month. If you are trying to process earlier than the Rpt Exp month, wait until the Rpt Exp month to process the 852. If you are processing later than the allowed time frames, you must remove the case from SRS. To place the case back in SRS an application is required. Then do REC SRS to place the case in SRS.
TRAN03:Data conflict - HHST	The case is not in OP status. When processing the 852, this edit most often appears when the case is in SU status. If the case is in SU you need to do ROP SRS to reopen the case and process the 852. If the case is CL it is often too late to process the 852 and a REC SRS is needed. If the case is CL and the Rpt Exp date is two months old, it is too late to process the 852. A new application and a REC SRS are needed. If the case is EX a new application and REC SRS are needed.

Cannot change SRS data after edit	The Mand and Rpt Exp fields have been entered and passed the edits. After the edits have been passed, the Mand and Rpt Exp fields cannot be changed. In the fields that were touched after the edits were passed, press Ctrl+End
ECRT02:Data conflict - SCRT	The certification cannot be extended beyond 12 months. If processing the 852 with SRS Trans and using ADJ to extend the cert end date, the certification period cannot exceed 12 months. If there aren't at least six months remaining in the certification period, the 852 cannot be processed. The case must be removed from SRS.