

ERDC Cheat Sheet for Support Staff

Important ERDC dates on UCMS:

Prog	Br	Case	SCD	WCMI	Case	Stat	Last	Chg
M5	2402	NV7767	1					
	Incm	NEW		Req	Date	10-01-15	Tot	Rsrc
Eff	Date	10-01-15	#	Hse	02	#	OHP	00
	Reas		Ntce	Prnt	943	Print	N	L
CC	Wrk	Hrs	172	#	ERDC	02		
Ovp:								
Act	Prov	N	TANF	Sit	End	Pre	Pay	
APR	09/30/2016					Prem	Stat:	Waiv
Rvw	NRD		Pkt#	00		Medl	Rvw	
PL	Ingnt		Recip					N/R
A	NO	POSSIBLE,	CASE			EML	BAS	AWS
B	CH	POSSIBLE,	CASEY					

First, look at the APR date. This date is usually when customers need to reapply by or their case will close.

Then, look at N/R field and if there is an AWS, AML, or AMT then go to page 2. To get to page 2 of UCMS, select Shift F-12.

On page 2, look at the date that is with the AWS, AML, or AMT code.

This is the date that will close a customer's ERDC case if they do not contact their worker or reapply.

WCIW033C	CM Case	Member	Upda
Fast Path	_____	EB	Case Nmbr NV7767
PL	SSN	Last Name	First
IG	Py	Prime	Medl Elig MIB TPL JS Exm
.	A	_____	POSSIBLE
	NO	X	FP40002A
	C/D	bas	_____
	N/R	AWS	12/2016
.	B	_____	POSSIBLE
	CH	_____	_____
	C/D	_____	_____
	N/R	_____	_____

This date can be up to 3 months past the APR date for AWS or AML & up to 6 months past the APR for AMT.

Reporting a change:

ERDC customers can use the new DHS 0862 to report a change to their workers.



SSP/Employment Related Day Care
Enter address
Enter City, State, ZIP code
Additional line if needed - if not delete

Form 862 to report changes to an ERDC case

Branch:	Case number:	Worker ID:
Case name:		

Change Report for Employment Related Day Care (ERDC)

Client name
Client address
Client city, state and ZIP code
Additional line if needed - if not delete

Keep this form until you have a change to report. You must report changes within 10 days of the day they happen. You may call collect if needed.

Note: Any questions about child care provider payments goes to the worker and not DPU.