

Inquiries - Extra95/TIP (cont d.)

Example of Self-Study page



Survival Guide

Your task: Find out the last payment received by a particular TANF client.

To complete this activity you will need to get a TANF case number and type of posting from your supervisor. Write that number here:



TANF Case # _____

Type of Posting: _____



Press F11 to get back to IPACS INQUIRY SYSTEM MENU.
Press F6 to go to RECIPIENT LEDGER INQUIRY.
When the window opens, enter the case number.
Tab to the ENTER POSTING TYPE field.
Type 1 to DETERMINE WARRANTS.
Press Enter.
Read the screen and locate the last month payment.



Excellent. Now that you've gotten a feel for doing client inquiries, let's do a different kind of inquiry. At DHS we collect what we call text inquiries (policies, memos, glossaries, etc.) in a program called TMI.