

## **F Clerical Menu (CLME)**

Office Support staff use CLME to perform daily duties. The functions on CLME are as follows:

- **INQUIRY MENU**  
This function accesses INME and allows inquiry into different screens in EIS without being able to update any of the information.
- **CLIENT INQUIRY/REGISTRATION**  
This function accesses CLIR and is used to register new applications.
- **APPLICATION MAINTENANCE**  
This function accesses APMA and is used to correct information keyed at the time of registration, and to add a program to an existing case.
- **MAINTAIN ADDRESS (ADDR)**  
This function accesses ADDR and is used for keying and maintaining address information for a case. In addition, past addresses for a given date can be retrieved and viewed.
- **NOTICE REQUEST (NORE, NOTI)**  
This function accesses NORE and NOTI, which are used to request and send notices.
- **CLIENT MAINTENANCE**  
This function accesses CLIM to complete a variety of participant maintenance functions, including changing participant information, and adding or deleting participants from a case.
- **PROGRAM AND PERSON ALERTS**  
This function accesses PRAP and is used to create, maintain and display program or person alerts for a case.
- **ARCHIVES**  
This function accesses ARCH and is used to key case numbers that have been selected for archives.

- **CASE RECORD CONTROL**  
This function accesses CARC and is used to display and maintain the case record control information when the office, unit, caseload, or file location of a case changes.
- **RETURN/REDIRECT BENEFITS**  
This function accesses RERB and is used to cancel EBT benefits and to change benefit document status.
- **FIELD WARRANT ISSUANCE**  
This function accesses FIWI and is used to issue emergency CA EBT benefits and to register when a PAAR check has been issued.
- **WARRANT REPLACEMENT/DELETION**  
This function accesses WARD and is used to replace or delete a CA issuance.
- **STATE FIELD WARRANT ISSUANCE**  
This function accesses STFW and is used to register when a PAAR check has been issued.
- **EBT MENU**  
This function accesses EBME, which is used to access EBT screens.
- **SIX MONTH REPORT REGISTRATION**  
This function is no longer used.