Department of Social and Health Services

Community Services Division

EA-Z Manual

Revision: #1325

Category: Work Quarters Barcode Procedures

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Summary

Removed outdated chapter that is no longer in use. Staff use an internal guide for requesting work quarters.

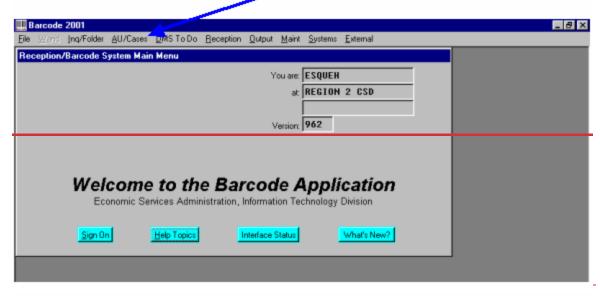
Work Quarters Barcode Procedures

Revised March 25, 2011

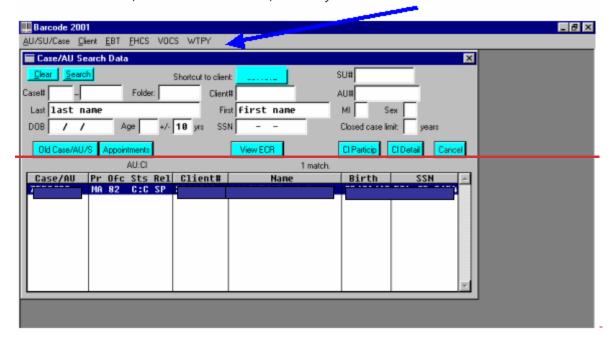
APPENDIX V

BARCODE PROCEDURES FOR REQUESTING WORK QUARTERS THROUGH THE SSA QUERY SYSTEM

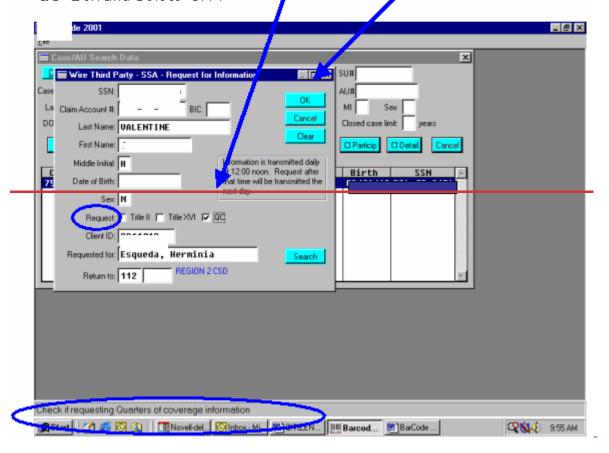
From the Barcode screen select AU/Cases



Enter the Name, Client ID# or AU#, select your client and click WTPY



Barcode will bring up the "Wire Third Party-SSA-Request Information" Screen and will auto-fill with the selected client's information. Under Request select the "QC" Box and Select "OK".



Barcode will ask you "Are you sure this information is correct?" When you click "Yes" your information will be transmitted.

