

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Removed outdated chapter that is no longer in use.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.

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## ~~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

Barcode 2001

File Word Inq/Folder AU/Cases QMS To Do Reception Output Maint Systems External

Reception/Barcode System Main Menu

You are: ESQUEH  
at: REGION 2 CSD  
Version: 962

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**Welcome to the Barcode Application**  
Economic Services Administration, Information Technology Division

Sign On Help Topics Interface Status What's New?

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

Barcode 2001

AU/SU/Case Client EBT FHCS VOCS WTPY

**Case/AU Search Data**

Clear Search

Shortcut to client: [ ] SU# [ ]

Case# [ ] Folder: [ ] Client# [ ] AU# [ ]

Last [last name] First [first name] MI [ ] Sex [ ]

DOB [ ] / [ ] / [ ] Age [ ] +/- 10 yrs SSN [ ] - [ ] - [ ] Closed case limit: [ ] years

Old Case/AU/S Appointments View ECR CI Particip CI Detail Cancel

AU:CI 1 match

Case/AU	Pr	Ofc	Sts	Rel	Client#	Name	Birth	SSN
NA 82	C:C	SP						

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".

The screenshot shows a software window titled "Wire Third Party - SSA - Request for Information". The window contains several input fields and buttons. Annotations include blue arrows pointing to the "Request" section and the "QC" checkbox, and a blue oval around the "Check if requesting Quarters of coverage information" checkbox at the bottom. A red horizontal line is drawn across the middle of the window.

Case/AU Search Data

Wire Third Party - SSA - Request for Information

Case: SSN: [ ] SU# [ ]  
La: Claim Account #: [ ] BIC: [ ] AU# [ ]  
DO: Last Name: VALENTINE MI [ ] Sex [ ]  
First Name: [ ] Closed case limit: [ ] years  
Middle Initial: H CI Particip [ ] CI Detail [ ] Cancel [ ]  
Date of Birth: [ ] Birth [ ] SSN [ ]  
Sex: M  
Request: ☒ Title II ☐ Title XVI ☒ QC  
Client ID: [ ]  
Requested for: Esqueda, Herminia Search [ ]  
Return to: 112 REGION 2 CSD

Information is transmitted daily at 12:00 noon. Request after that time will be transmitted the next day.

Check if requesting Quarters of coverage information

Taskbar: Novell-del... Inbox - Mi... Barcod... BarCode... 9:55 AM

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

The screenshot shows the 'Barcode 2001' application window. The main window is titled 'Wire Third Party - SSA - Request for Information'. It contains several input fields for personal and account information. A blue arrow points from the text above to a confirmation dialog box that appears over the main window. The dialog box asks 'Are you sure this information is correct?' with 'Yes' and 'No' buttons. A red horizontal line is drawn across the middle of the screen. The bottom status bar is circled in blue.

Information is transmitted daily at 12:00 noon. Request after that time will be transmitted the next day.

Birth	SSN
02/06/19	534-03-3154

Save changes and exit.