



17.40.10 Folderless Processing of LPE Temporary Work Deductions

17.40.10.1 Introduction

Effective Sept. 1997, removal of LPE temporary work deductions are to be done on-line, without a folder. The instructions in this section define the responsibilities of claims examiners and authorizers in processing and reviewing LPE work folderless.

17.40.10.2 Assignment of work

Examiners are given a blue file folder containing the ceased work HSL and the RPS Folderless Route Slip that was created specifically for folderless processing. You will be responsible for securing all information necessary to adjust the claim.

17.40.10.3 Claims examiner responsibilities

Follow the steps below for handling removal of LPE temporary work deduction cases folderless.

Step	Action
1.	<p>Does the ceased work HSL have specific indications from the field office, or does the information on the ROC prefills not match those on the PREH screens, or does your "intuition" tell you something is not right with the case?</p> <p>If yes, forward the file to your supervisor with a note as to why the folder is needed. Either the folder will be secured and returned to you, or your supervisor will advise you how the case can be processed folderless.</p> <p>If no, go to step 2.</p>
2.	Process the case on-line the same way as with a folder.
3.	Indicate in the "remarks" on the ROC adjustment award that the case is being handled folderless.
4.	Create screen prints of those screens that facilitated the handling of the case. At a minimum, screen prints of the following should be created for the authorizer:



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	<ul style="list-style-type: none">• DATAQ• PREH screens used• Retirement On-Line Calculations (ROC) Accessed Screen Summary• ALTA Code Paragraph Selection/Overview Screen
5.	<p>Complete and enclose the RPS Folderless Route Slip checking all necessary items pertinent to the case.</p> <p>Note: a supply of these route slips will be available in the "Priority" cubicle.</p>
6.	<p>Combine all paper materials used to produce the ROC award with the RPS Folderless Route Slip on top and place in the blue file folder.</p> <p>Note: DO NOT WRITE THE CLAIM NUMBER ON THE BLUE FILE FOLDER! The file folder will be reused for other cases as they are received.</p>
7.	<p>Place the blue file folder in your outgoing tray for authorization.</p>

17.40.10.4 Authorizer responsibilities

Follow the steps below for reviewing examiner handling the removal of LPE work deduction cases folderless.

Step	Action
1.	<p>Did the claim examiner include all necessary screens for authorization?</p> <p>If yes, go to Step 2.</p> <p>If no, place the blue file folder in your outgoing tray for return to the claims examiner indicating what information is needed.</p>
2.	<p>Authorize the case the same way if authorizing a ROC award with a folder.</p>
3.	<p>Was the removal of the LPE temporary work deduction properly handled by the claims examiner?</p>



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	<p>If yes, go to step 4.</p> <p>If no, write the case up and place in your outgoing tray for return to the claims examiner for handling.</p>
4.	Authorize the case as usual and place the blue file folder in your outgoing tray for the next destination on the RPS Folderless Route Slip.

17.40.10.5 Checklist

A checklist is available to assist you with folderless processing. It contains the screens needed and their purpose. As you become more familiar with the PREH database, you may use the checklist as a sight reference or discard.

17.40.10.6 Comment

In order that annuitants can be accurately monitored, be sure to enter the correct codes in the RET-WD-POL-CD field and the SP-WD-MONIT-FLG field to accurately reflect what is taking place in the case. In addition, the regular work deduction end date (REG-WD-END-DT), and the last person employment work deduction end date (LPE-WD-END-DT) should also be completed.