

# Table of Contents

## RENEWAL PROCESS

MA/FS/TANF Renewal Flow Chart.....	1
Child Care Renewal Flow Chart.....	2

## SUCCESS NOTICES

Alternate Review.....	3
Standard Review Appointment.....	3
Termination of Benefits.....	4

## MyCOMPASS

MyCOMPASS Account.....	5
Login.....	6
Create an Account (MA/FS/TANF).....	6
Create an Account (Child Care).....	7
Setting Up Account.....	7
Renew My Benefits.....	9
Summary Screen.....	10

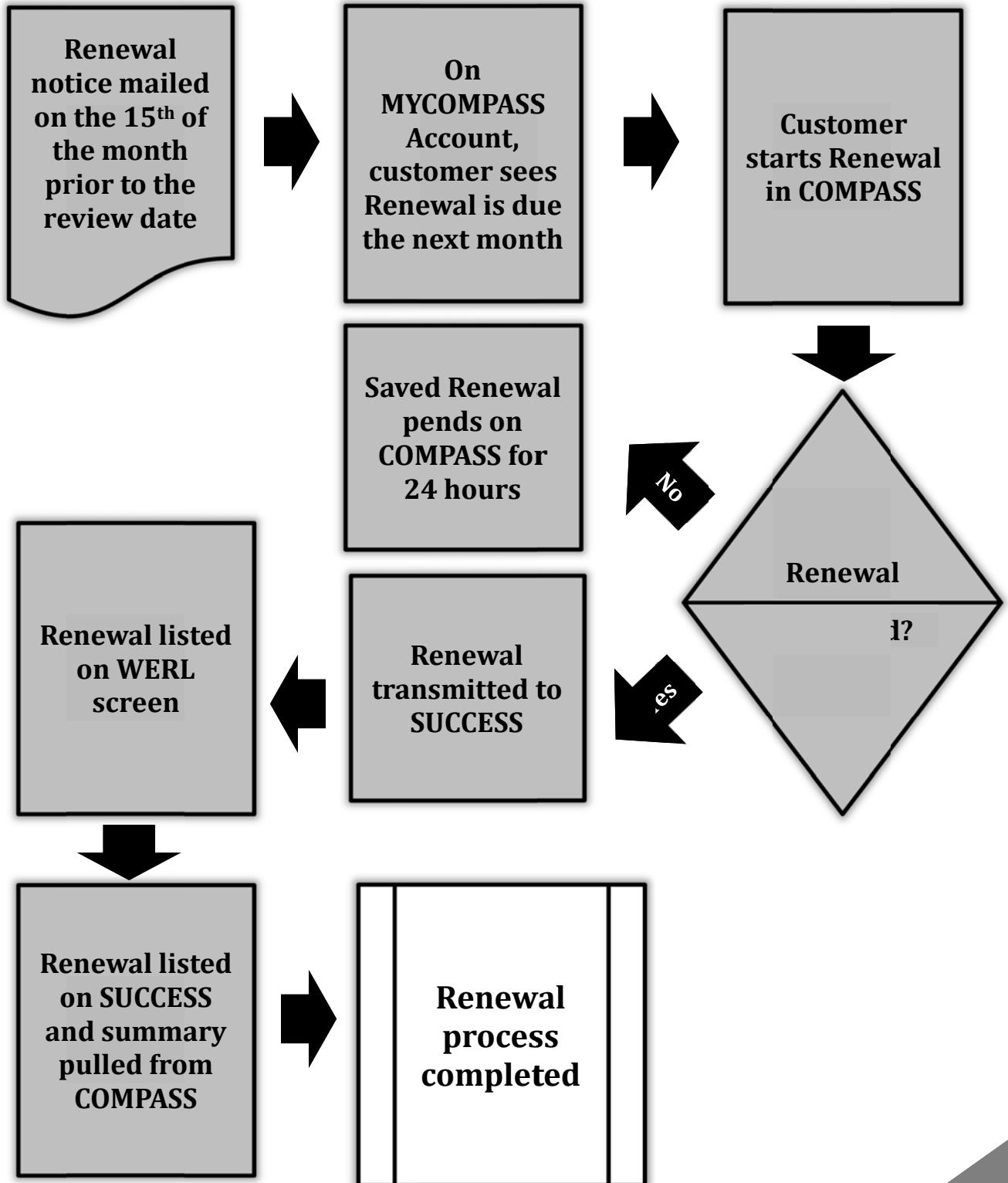
## SUCCESS SCREENS

AMEN.....	11
WERL (Web Renewal Listing).....	12
STAT Inquiry.....	13

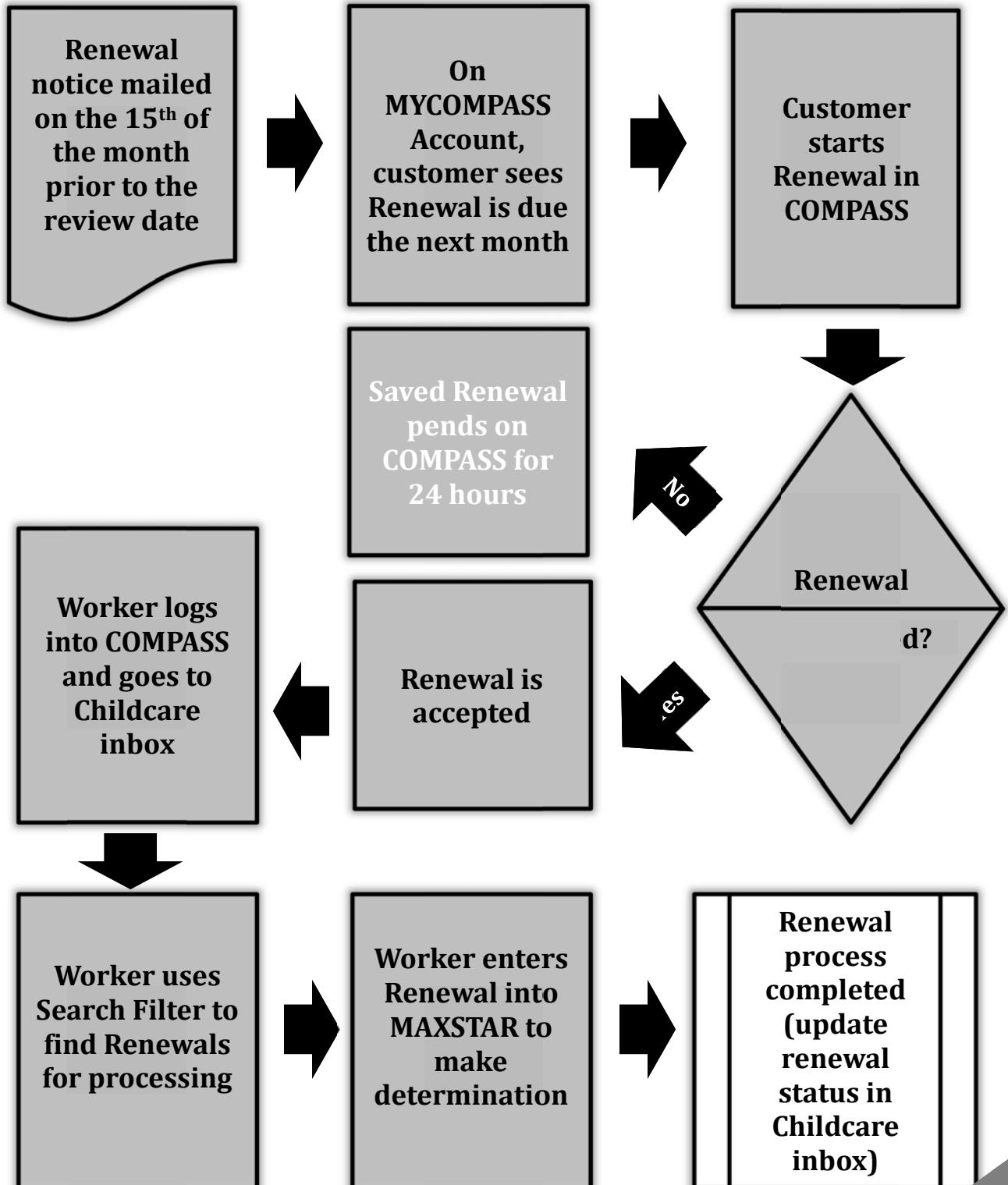
## COMPASS SCREENS

COMPASS Worker.....	14
Login.....	15
Renewal Search.....	15
Search Filters.....	16
Search Results.....	17
Child Care Inbox.....	18
Search Filters.....	19
Notes.....	20

# MA/FS/TANF Renewal Process



# Child Care Renewal Process



## Renewal notice mailed on the 15<sup>th</sup> of the month prior to the review date

### 0027 – Alternate Review

It is time for us to review your eligibility for Food Stamps/ Medicaid/TANF in order for your benefits to continue. Please use the web site at [www.compass.ga.gov](http://www.compass.ga.gov) and click on the “RENEW ME BENEFITS” picture. You will need to create an on-line account and will need your Client ID number to activate your MY COMPASS account.

If you do not have access to a computer, call the DFCS contact center at 1-888-295-1759 to have a review form mailed to you.

Please submit your renewal online (or your paper review form) by August 5, 2011 in order for your benefits to continue without delay.

### 0016 – Standard Review Appointment

It is time for us to review your eligibility for Food Stamps in order for your benefits to continue. Please use the web site at [www.compass.ga.gov](http://www.compass.ga.gov) and click on the “RENEW ME BENEFITS” picture. You will need to create an on-line account and will need your Client ID number to activate your MY COMPASS account.

If you do not have access to a computer, call the DFCS contact center at 1-888-295-1759 to have a review form mailed to you.

In addition, the following telephone interview has been scheduled for you. You must complete your renewal online (or return your paper review form) to us at least 2 days before your interview date.

Date: **August 5, 2011**  
Time: **10:00**

We will call you on this date within 30 minutes of the scheduled time. If you do not have a phone you may also come into the office listed below at this time. If you need to reschedule, please contact your worker.

Office Interview Location: 123 ABC DR  
Anytown, Ga 33333

**0033 – NOTICE OF TERMINATION DUE TO FAILURE TO REVIEW ELIGIBILITY**

Recently we sent you a letter asking you to complete your Food Stamp and/or TANF review and have an interview with us on 08/05/11. Our records show that you did not have an interview or did not complete your review.

In order for you to continue receiving benefits without interruption, please use the web site at [www.compass.ga.gov](http://www.compass.ga.gov) and click on the “RENEW MY BENEFITS” picture. You will need to create an on-line account and will need your Client ID number to activate your MYCOMPASS account.

If you do not have access to a computer, call the DFCS contact center at 1-888-295-1769 to have a review form mailed to you.

You must also contact your worker to schedule and complete an interview.

Your Food Stamp and/or TANF benefits will end 08/31/11 if you do not complete your review and have an interview.

**0033 – NOTICE OF TERMINATION DUE TO FAILURE TO REVIEW ELIGIBILITY**


Recently we sent you a letter asking you to complete your review and submit it to us by 08/05/11. Our records show that you have not yet completed it.

In order for you to continue receiving benefits without interruption, please use the web site at [www.compass.ga.gov](http://www.compass.ga.gov) and click on the “RENEW MY BENEFITS” picture. You will need to create an on-line account and will need your Client ID number to activate your MYCOMPASS account.

If you do not have access to a computer, call the DFCS contact center at 1-888-295-1769 to have a review form mailed to you.

In order for you to continue receiving benefits without interruption, we must receive your review by 08/15/11. If your review is received after this date, your benefits may be late the next month. We must receive your review no later than 08/31/11 or your benefits will end on this date.

# On MYCOMPASS Account, customer sees Renewal is due the next month



## COMPASS

Common Point of Access to Social Services

**GEORGIA DEPARTMENT OF  
HUMAN SERVICES**

Division of Family & Children Services



Georgia.gov > Agencies & Organizations > Department of Human Services > DFCS > COMPASS


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**Welcome to COMPASS!**


COMPASS is a quick and easy way for people in Georgia to get answers to questions about health and human services. Please click on a picture below to choose the tool you would like to use.

To avoid errors when using COMPASS, please do not use the Forward, Back or Stop buttons on your browser. Instead, click on the COMPASS pictures and links to move from page to page.

Please keep in mind that this website works best with Internet Explorer version 5.5 or higher. If you have trouble while using COMPASS, please call the Online Services hotline at  **1-800-869-1150** . [For answers to common questions, click here.](#)


 **If you need help using Georgia COMPASS, there are Community Partners who can assist you with this process. [Click here to see a list of available resources in your area.](#)**

Am I Eligible?




Click on the picture to see if you might be eligible for Food Stamps, Temporary Assistance for Needy Families (TANF),

Apply for Benefits



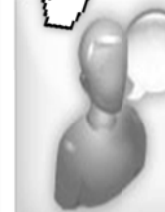
Click on the picture to apply online for Food Stamps, Medicaid, TANF, or Child Care and Parent Services (CAPS).

Application Status Check




Click on the picture to check the status of your application that you submitted online. Application status check is available between the

MyCOMPASS Account




Click on the picture to view information about your benefits or to report a change to your local agency.

Partners/Providers




Click on the picture to log on as a Community Partner.  
[Click here](#) for more information about





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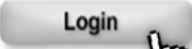
Georgia.gov > Agencies & Organizations > Department of Human Services > DFCS > COMPASS

 Print


**MyCOMPASS**


MyCOMPASS is for people who are already getting Benefits. Before you can use this tool, you'll need to set up a secure MyCOMPASS account.


If you have questions about setting up or logging in to your MyCOMPASS account, please call the Online Services hotline at  1-800-869-1150 .

 **Login** Click the "Login" button to log in if you already have a MyCOMPASS account with a user name and password.

**Please Note:** If you created a username and password to submit an application online, you **cannot** use this same username and password to report changes. You will need to create a new username and password.



 **Create Account** Click the "Create Account" button if you are visiting for the first time and need to set up a secure account with a user name and password. This is a six-step process that should only take about five minutes.

 Back





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Georgia.gov > Agencies & Organizations > Department of Human Services > DFCS > COMPASS

 Print  Help

**Setting Up Your Account**

There are six steps to setting up a MyCOMPASS account. MyCOMPASS is a secure website run by the Georgia Division of Family and Children Services. By logging in, you are providing information private and secure.

If you have questions about setting up your account, please call the Online Services Hotline at  1-800-869-1150 .

In order to setup a MyCOMPASS account, you must be the head of household for your case.

**Step 1: Personal Information**



Please fill in the information below. We will use this information to check and see if you are getting or have applied for benefits. Items marked with an asterisk are mandatory and must be completed before you can continue to the next page.

If you have provided a Social Security Number on a COMPASS application or to the Department of Family and Children Services (DFCS) at any time while receiving benefits then you must enter your Social Security Number to create an account. If you do not have a Social Security Number or have not provided us one, please do not fill in the field below.

Social Security Number (no spaces or dashes):

\* Date of Birth (MM/DD/YYYY):

**Step 2: Case Information**



You will also need to fill in your 9-digit Client ID for accessing information for Food Stamps, Medicaid, or TANF. You can find your Client ID number by looking at the top of any letter you have gotten from your worker. If you are unable to locate or do not know your Client ID number, please contact the Online Services hotline at  1-800-869-1150 .

You will need to fill in your Child Care Case Number in order to access information for your Child Care benefits. Your Case Number is located on any notice that you have received from your case manager. If you are unable to locate your case number, please contact your case manager.

\* Client ID (Food Stamps, Medicaid, TANF):

And/Or

\* Child Care Case Number:

 Exit  Continue

**Food Stamps/Medicaid/TANF  
Must enter Client ID number**





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Print Help

**Setting Up Your Account**  
There are six steps to setting up a MyCOMPASS account. Keep in mind that MyCOMPASS is a secure website run by the Georgia Division of Family and Children Services. By law, we protect your information private and secure.  
If you have questions about setting up your account, please call our Services Hotline at 1-800-869-1150.  
In order to setup a MyCOMPASS account, you must be logged in for your case.

**Step 1: Personal Information**  
Please fill in the information listed below. This information is used to check and see if you are getting or have applied for benefits. Items with an asterisk are mandatory and must be completed before you can continue to the next page.  
If you have provided Social Security benefits then you must enter your Social Security Number to create an account. If you do not have a Social Security Number or have not provided us one, please do not fill in the field below.

Social Security Number (no spaces or dashes): 212012222  
\* Date of Birth (MM/DD/YYYY): 01/01/1989

**Step 2: Case Information**  
You will also need to fill in your 9-digit Client ID for accessing information for Food Stamps, Medicaid, or TANF. You can find your Client ID number by looking at the top of any letter you have gotten from your worker. If you are unable to locate or do not know your Client ID number, please contact the Online Services hotline at 1-800-869-1150.  
You will need to fill in your Child Care Case Number in order to access information for your Child Care benefits. Your Case Number is located on any notice that you have received from your case manager. If you are unable to locate your case number, please contact your case manager.

\* Client ID (Food Stamps, Medicaid, TANF):  
And/Or  
\* Child Care Case Number: 123456

Exit Continue

**Child Care  
Must enter CC case number**



**Setting Up Your Account**  
We're almost finished setting up your account - just four more steps to go. When you're done with these four steps, click on the Create Account button at the bottom of the page.

**Step 3: Your Name**  
Please fill in your name below.

\* First Name : James  
Middle Initial :  
\* Last Name : McAleer

**Step 4: User ID and Password**  
To log in to MyCOMPASS, you will need to create a user ID and password. For both of these, you should choose something that's easy for you to remember but hard for other people to guess. Please write down your user ID and password and keep them in a safe place.

This must be 6 to 15 letters and/or numbers.  
\* User ID : jaymack  
This must be 8 to 15 characters long. To create a secure password, you must use letters and at least one number.  
\* Password : Foodstamps12345  
\* Please re-type your Password : Foodstamps12345


**Step 5: Secret Question**  
We're also asking a "secret question" that you can use if you ever need to recover your password. Click on the box to choose a question that only you know the answer to. Then fill in your answer. It's a good idea to write down the answer you give, since you will need to type it in exactly the same way if you lose your password.

\* Secret Question : What was your high school mascot?  
\* Answer to Secret Question : Tiger

**Step 6: User Acceptance Agreement**  
 As the last step in creating your account, please check the box to let us know that you have read and agreed to Georgia's User Acceptance Agreement. [Click here](#) to read the Agreement, which tells you more about how we will keep your personal information private and secure.

Back Create Account





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**GEORGIA DEPARTMENT OF HUMAN SERVICES**  
Division of Family & Children Services

[Georgia.gov](#) > [Agencies & Organizations](#) > [Department of Human Services](#) > [DFCS](#) > COMPASS

are logged in. [Logout](#)

Print

Survey


 **Manage Account**

**Welcome to MyCOMPASS!**

Welcome to MyCOMPASS. MyCOMPASS allows you to manage your current benefits on-line. If you haven't used a computer very much and would like to practice before you get started, [click here](#).


We've taken a number of steps to keep your information private and secure. Click on [MyCOMPASS Account](#) to learn more about our security or to manage your account.

If you have any questions, please call the Online Service hotline at 1-800-869-1150.







 **Screen for Benefits**

**Check Your Benefits**

Below is a summary of all the programs that you are currently receiving or have received in the last 60 days. To see more details of a program, click on the view details button next to the program.

 **Apply for Benefits**

**Review Your Benefits by Program**


Benefit Type	Case Number	Case Status	View Details	Review Date
 Food Stamps				11
 Medicaid				11
 Medicaid				11

# Customer starts Renewal in COMPASS

**Renew Your Benefits for Food Stamps, Medicaid, and/or TANF**

Click on the button below to begin a renewal application for the programs you are eligible to renew, which may be Food Stamps, Medicaid, and/or TANF. Please note that once you click on the button below, you will have 24 hours to complete the renewal. You can save and continue the renewal. However, if you are unable to submit the renewal within 24 hours, you will be required to start the online application over again.


Once your renewal is submitted, we will determine whether or not you are eligible to continue receiving benefits. If you fail to submit a renewal application after the review date, your case will be closed and you will no longer receive those benefits.



**Renew Your Child Care Benefits**

Click on the button below to begin a Child Care renewal application. Please note that once you click on the button below, you will have 24 hours to complete the renewal. You can save and continue the renewal. However, if you are unable to submit the renewal within 24 hours, you will be required to start the online application over again.

Once your renewal is submitted, we will determine whether or not you are eligible to continue receiving benefits. If you fail to submit your Child Care renewal application after the recertification date, your case will be closed and you will no longer receive Child Care benefits.



**Saved and Submitted Renewals and Change Reports**

Here is a summary of the recent renewals that you have saved or submitted and a summary of the recent change tickets that you have submitted. You can click on the 'Pending' link to continue a saved renewal. Saved renewals must be completed within 24 hours from the start date of the renewal. To view the summary of a submitted renewal or change ticket, click on the 'Submitted' link. COMPASS will display submitted renewals for 60 days.

Renewal/Tracking ID	Type	Last Edited Time/Submitted Time	Status
			Pending

**Welcome to Renew My Benefits**

There are a few things that you should know before you get started:

- During the Renewal process, you will see data from your case pre-populated on the screens. Please review the information that is presented and confirm that it is correct. If you need to make any changes, you will be able to make updates on the screens.
- If you are renewing Food Stamps or TANF, you may be required to have a telephone interview.
- If an interview is needed, please submit your renewal at least 1 day in advance of the interview.
- You will have 24 hours to complete the renewal. If you are unable to submit the renewal within 24 hours, you will be required to start the online form over.
- In this application, we will ask you questions about the people in your home, your money and your bills. To answer these questions, it's a good idea to have your pay stubs or benefit check stubs with you, as well as the bills you pay each month for housing, utilities and child care. If you'd like to see a list of the items you may want to gather before you start your application, [click here](#).

**Which Benefits Would You Like to Renew?**

The first step is to review the benefits that you would like to renew. If you wish to renew a program listed below please check the box next to that program. Then click the "Next" button at the bottom of the page. If you do not wish to renew any of the benefits, click on the "Back to MyCOMPASS" button to return to the MyCOMPASS Account home page.

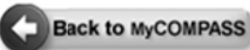


Check all

Food Stamp Program

Temporary Assistance for Needy Families (TANF)

Family Medicaid

ABD Medicaid

Household

People

Other Benefits

Liquid Assets

Other Assets

Job Income

Other Income

Other Expenses

Housing Expenses

Submit

**Basic Information Summary**

Here is a summary of what you've told us. If you would like to change a section, you can click on "Change" to give us more information.

**Review Your Information: Basic Information Summary**

Address	County	Language	Change
LOT# 42342 4334 NW Peachtree AVE Apt# 3324 S Atlanta, GA 433423334	Appling		<a href="#">Change</a>

**Review Your Information: Contact Information Summary**

Primary Phone	Alternate Phone	Email Address	Change
( 404 ) 423-2555			<a href="#">Change</a>

**Review Your Information: Help From Others**

Representative	Type	Change or Erase
You've told us that you do not have an Authorized Representative or Power of Attorney.		

**Add a Representative**

To add a representative, please click the Add button.

Customer can click on the Change hyperlink to update the information currently in SUCCESS.

## Renewal listed on WERL screen

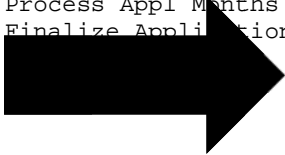
```
ASSISTANCE UNIT/CLIENT SUBMENU - AMEN                                AMEN

                               Selection 9

      AU ID                               Client ID
      Screen ID                           As Of Date
      Benefit Month (MM YY)                Notice Type

A. Name/Part Inquiry                J. Registration                    R. Interim/Hist Change
B. AU/Client Inquiry                K. Add A Person                   S. QRF Change
D. Address Inquiry                  L. Add A Program                   Y. Spndwn Med Expnse Update
E. Trial Budget                      M. Reinstatement                  Z. Spndwn Med Expnse Inquiry
F. Trial Eligibility                 N. Initiate Review                1. Spndwn Authorization
G. Batch Print Request              O. Interview                       5. Prior Medicaid Copy
H. Notice History                   P. Process Appl Months            6. Finalize Prior Medicaid
I. SPA Inquiry                      Q. Finalize Application            7. Web Appl Inquiry
                                                                         8. Web Appl Update
                                                                         9. Web Renewal

Message 0020
0020 INQUIRY COMPLETED SUCCESSFULLY
```



To begin the Renewal process in SUCCESS, at AMEN select option 9.

```

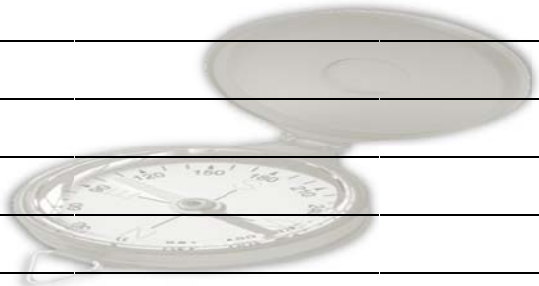
UPDATE                SUCCESS WEB Renewal Listing Screen (WERL)                PAGE: 001
                        AR45 08 05 11
L Name:                F Name:                CO:                LO:
Prog:                  Ref:    Web:                Sub Dt:    /    /    Rn Dt:
Cl Id#:                Load#:    Trl:                Status:    Type:    Lng:    Den:
-----
S D R T L                S                T
E E F R N                T                Y
L N G L G Web Id#    LName    FName    Rn Dt    CO/LO    S    Prog    P    Sub Dt
Y    3000330232    GOLDILOC    LITTLE    08/11    031 032    I    FS FM TA    M    07 29 11
Y    9000022212    MCALEER    JAMES    08/11    044 049    R    FS                A    08 03 11
    1000011011    SMITH    SONYA    08/11    060 076    W    TA                S    07 30 11

Message

PF3-return    17-mo<    18-mo>    20- renew    21-close    22-reins    More:
    
```



<b>SEL</b>	Selection
<b>DEN</b>	Potential Denial Indicator
<b>RFG</b>	Refugee Indicator
<b>TRL</b>	Translator Indicator
<b>LNG</b>	Language Indicator
<b>Web Id#</b>	A unique identifier assigned to each COMPASS renewal
<b>Rn Dt</b>	Renewal Date - the month and year that the POE ends
<b>CO/LO</b>	County/Local Office number
<b>STS</b>	Renewal Status <b>R</b> - Received (Renewal received, but has not been initiated or completed) <b>W</b> - Work in progress (Renewal has been selected by an Eligibility Specialist and is temporarily locked) <b>M</b> - Mixed status (One or more programs have been initiated and there are one or more programs available for Renewal and need to be initiated) <b>I</b> - Initiated (All Renewals have been initiated for this customer) <b>C</b> - Completed (All Renewals have been completed in SUCCESS)
<b>Prog Type</b>	Program Type (Food Stamps, TANF, Adult Medicaid, Family Medicaid)
<b>Typ</b>	Type of Renewal <b>Alternate(s) only</b> - Alternates are auto-initiated <b>Standard(s) only</b> - Standards are auto-initiated if received after the 16 <sup>th</sup> <b>Mixed</b> = Alternate(s) and Standard(s)
<b>Sub Dt</b>	Submission Date of the Renewal (Date Customer actually submitted the Renewal)



INQUIRY		ASSISTANCE STATUS - STAT					STAT	
Month 09 11		AR45 08 05 11					01	
AU ID	175900123	Prog FS	Prog Type S	Prev ABD Type	Med COA	Claim N		
CO 044	LO 049	Load ID	1759	Conversion Date	WebID 1200043212A		9000022212R	
AU Stat	AU Status Reasons	AU Stat Date	Appl Date	Begin Date	Pd Thru Date	---Penalty--- Type	Appeal End Date Ind	
A		100206	100206	100106				
First Name	Last Name	Rel V	Mand Finl Incl Resp	--Stat-- Rsn Date	Appl Date	Begin Date	Pd Thru Date	Penalty T Date
JAMES	MCA	RE OT	Y RE	A 100206	100206	100106		

Message

17-mo< 18-mo> 20-rmen 22-alau(arch) 23-alau(curr)


## WEB ID NUMBERS

The first line of the WebID field displays the Web ID number received from the COMPASS application - A.

The second line of the WedID field displays the Web ID received from COMPASS Renewal - R.

This is used to determine which Web ID is associated with which process and can be used to easily locate the Application or Renewal information.

# Renewal summary pulled from COMPASS



**GEORGIA DEPARTMENT OF HUMAN SERVICES**  
Division of Family & Children Services

Georgia.gov > Agencies & Organizations > Department of Human Services > DFCS > COMPASS


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Am I Eligible?	Apply for Benefits	Application Status Check	MyCOMPASS Account	Partners/Providers
				
Click on the picture to see if you might be eligible for Food Stamps, Temporary Assistance for Needy Families (TANF), Medicaid, Child Care, WIC, Energy Assistance, Food Assistance, Child Support Services, Mental Health & Substance Abuse Services, Aging Services, Community Services Block Grant Funds, or Housing Assistance.	Click on the picture to apply online for Food Stamps, Medicaid, TANF, or Child Care and Parent Services (CAPS).	Click on the picture to check the status of your application that you submitted online. Application status check is available between the hours of 7AM and 7PM.	Click on the picture to view information about your benefits, renew your benefits, or to report a change to your local agency. <b>Please Note:</b> If you created a username and password to submit an application online, you <b>cannot</b> use this same username and password to manage your benefits. You will need to create a new username and password.	Click on the picture to log on as a Community Partner. <a href="#">Click here</a> for more information about becoming a registered Community Partner.

If you are a COMPASS Worker [click here](#).

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.



**COMPASS**  
Common Point of Access to Social Services

**GEORGIA DEPARTMENT OF HUMAN SERVICES**  
Division of Family & Children Services

[Georgia.gov](#) > [Agencies & Organizations](#) > [Department of Human Services](#) > [DFCS](#) > COMPASS

Please Log In

User ID :

Password :

ell on

**COMPASS**  
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[Georgia.gov](#) > [Agencies & Organizations](#) > [Department of Human Services](#) > [DFCS](#) > COMPASS

You are logged in. [Logout](#)

**Welcome to the Admin Module**  
Welcome to the Admin Module

- Application Search
- Renewal Search
- Benefit Search
- System Maintenance
- Batch Maintenance
- Security Management
- Generate Reports
- Worker Inbox
- Child Care Inbox

S

The screenshot displays the COMPASS web application interface. At the top left is the COMPASS logo with the tagline "Common Point of Access to Social Services". To the right, it says "GEORGIA DEPARTMENT OF HUMAN SERVICES" and "Division of Family & Children Services". A breadcrumb trail reads: "Georgia.gov > Agencies & Organizations > Department of Human Services > DFCS > COMPASS". In the top right corner, there are "Print" and "Help" buttons, and a "Logout" link. On the left side, there is a vertical menu with icons and labels for: "Application Search", "Renewal Search", "Benefit Search", "System Maintenance", "Batch Maintenance", "Security Management", "Generate Reports", "Worker Inbox", and "Child Care Inbox". The main content area is titled "Renewal Search Criteria" and contains the following fields: "Renewal Number:" with the value "9000022212", "Last Name:", "First Name:", "Head of Household Client ID #", "Child Care Case Number:", "Status:" (a dropdown menu), "Programs:" (a dropdown menu with "All Programs" selected), and "County:" (a dropdown menu with "< click here to choose >" selected). Below these fields is a "Submit Date" section with "From:" and "To:" input boxes, each followed by "Ex: mm/dd/yyyy". At the bottom right of the form are "Search" and "Reset" buttons. A large black arrow points from the right side of the form towards the "Renewal Number" field. To the right of the arrow, the text "er is" and "D #" is visible, likely from another page or a watermark.

Enter data in any filter field to locate customer-submitted Renewal data.

The screenshot displays the COMPASS RENEWALS DESK interface. On the left is a vertical sidebar with 13 navigation buttons, each with an icon and a label: Application Search, Renewal Search, Benefit Search, System Maintenance, Batch Maintenance, Security Management, Generate Reports, Worker Inbox, Child Care Inbox, Survey Viewer, and MAXSTAR E-Sign. The main area is titled 'Renewal Search Results' and contains a table with the following columns: Renewal Number, Head of Household, Status, County, Programs Requested, and Submit Date/Time. The table contains 13 rows of data, with some cells containing checkmarks or program abbreviations like 'TF' and 'AMI, IP'. The 'Submit Date/Time' column consistently shows 'July 25, 2011 at' followed by a time value.

Renewal Number	Head of Household	Status	County	Programs Requested	Submit Date/Time
					July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at
				TF	July 25, 2011 at
				AMI, IP	July 25, 2011 at
					July 25, 2011 at
					July 25, 2011 at

Click on the appropriate Renewal Number to view the client-submitted data.

## Worker logs into COMPASS and goes to Childcare inbox

The screenshot displays the COMPASS web application interface. At the top left is the COMPASS logo with the tagline "Common Point of Access to Social Services". At the top right is the text "GEORGIA DEPARTMENT OF HUMAN SERVICES" and "Division of Family & Children Services". Below this is a breadcrumb trail: "Georgia.gov > Agencies & Organizations > Department of Human Services > DFCS > COMPASS". The main content area shows "alist. You are logged in." and a "Logout" link. A "Print" button is also visible. On the left side, there is a vertical menu of icons and labels: "Application Search", "Renewal Search", "Benefit Search", "System Maintenance", "Batch Maintenance", "Security Management", "Generate Reports", "Worker Inbox", and "Child Care Inbox". A mouse cursor is pointing at the "Child Care Inbox" button. A large black arrow points from the right towards the "Child Care Inbox" button, with the letters "ls" written inside the arrow's shaft.

# Use Search Filter to find Renewals for processing

The screenshot shows the COMPASS web application interface. At the top, the logo for COMPASS (Common Point of Access to Social Services) is displayed alongside the Georgia Department of Human Services, Division of Family & Children Services. The user is logged in as 'surendra1'. The main section is titled 'Change Report/Recertification Filter Criteria' and contains several input fields for filtering data: 'Change Report/Recertification #', 'Case Number', 'Head of Household SSN', 'Head of Household Last Name', 'Head of Household First Name', 'Status' (a dropdown menu currently set to 'Received'), 'County' (a dropdown menu with '< click here to choose >'), 'Caseworker ID', 'SUP ID', 'Received Date From' (with an example '07/25/2011'), 'Received Date To', 'Recertification Date From' (with an example '07/25/2011'), 'Recertification Date To', and 'Application Type' (a dropdown menu with options 'Renewal' and 'Change Report'). A 'Search' button and a 'Reset' button are located at the bottom right of the filter section. Below the filter section is a table header with columns: 'Tracking #', 'Application Type', 'Head of Household Name', 'County', 'Casework ID', 'SUP ID', 'Received Date', 'Last Updated', and 'Status'. A large black arrow points from the 'Application Type' column header up to the 'Application Type' filter dropdown menu. A hand cursor is pointing at the 'Search' button.

Enter data in any filter field to locate customer-submitted Renewal data.

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