

Work Instruction
Task Lead Process Request -
Violation - Proceed

Purpose

This work instruction is used to outline the process in which the Task Lead denotes a violation during the Process Request activity. This differs from the general processing of this activity on only two screens:

- Violation Status
- Letters

This activity displays the differences in those two screens twice, once on the initial pass and then a second time after the FEMA Revision Lead has conducted Review Determination and selected Concur Violation - Proceed.

The other Process Request module should be viewed for the full understanding of that activity.

Prerequisites

- The Review Data Received activity is complete
- A violation has occurred

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items → and Claim → Process Request
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Work Steps

The work instruction starts at the **Violation Status** screen within the **Process Request** activity. Assume the reviews of the other screens were completed.

1. Click the Violation Status dropdown box and select the appropriate violation
2. Click on:  to move to the Letters screen

Letter Type:	Request additional data
Letter Date:	08/15/2008
Letter Type:	Acknowledge receipt of request/all data received
Letter Date:	08/28/2008

3. Click the Letter Type dropdown box and select Violation letter to FEMA
4. Click to enter Letter Date
5. Click on:  to move to the Review screen

Work Item Details - Project # 09-05-0012P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Invoice Info | Fee Info | Community Information | Interim Letters | Violation Status | Letters | **Review**

Process Request

Review Data
[Expand All](#) / [Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

[< Back](#)
[Continue >](#)

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Invoice Information**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**

6. Review and click  to advance to Complete Task

Work Item Details - Project # 09-05-0012P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Invoice Info | Fee Info | Community Information | Interim Letters | Violation Status | Letters | Review

Process Request

[< Back](#)
[Complete Task](#)

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The engineer conducts the detailed review.

Click to view the [workflow history](#) for this project.

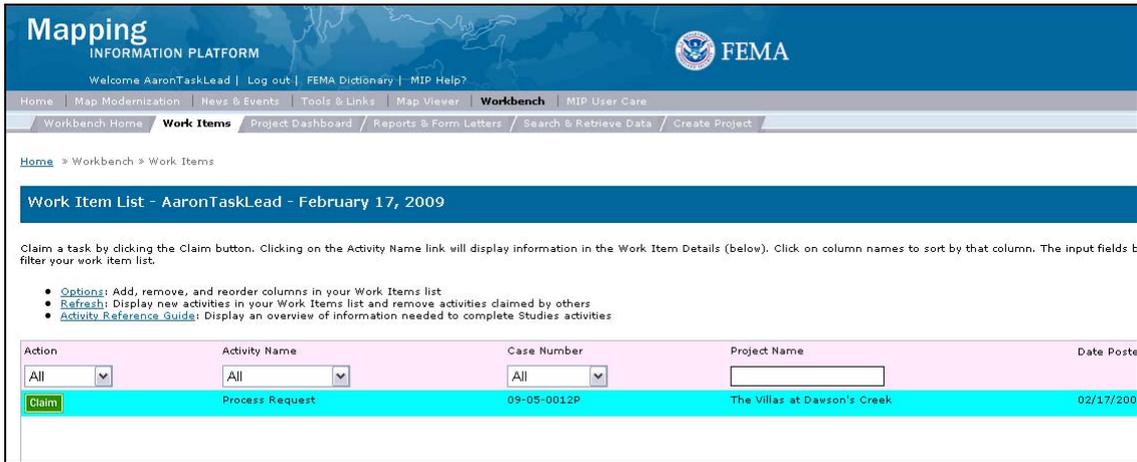


Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

7. Click on:  to complete activity

The workflow proceeds to the Audit Determination activity conducted by the Audit Lead and the Review Determination activity conducted by the FEMA Revision Lead.

For this work instruction, Concur Violation - Proceed was selected by the FEMA Revision Lead, and then the case returns to the Process Request activity on the Task Lead's workbench.



8. Click on:  to claim the activity

The work instruction has fast forwarded to the Review Audit History screen within the Process Request activities. Assume the reviews of the other screens were completed.





Notice the Review Determination Result shown below.

9. Click on:  to move to the Review Audit screen

Work Item Details - Project # 09-05-0012P

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Review Audit History | **Community Information** | Interim Letters | Violation Status | Letters | Review

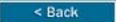
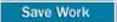
Process Request

Community Information
Expand All / Collapse All

Determination information is required for every community affected by the revision. First, modify existing communities by following the steps described below. If necessary, new communities can be added after modifying existing communities. See help text for more details.

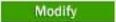
Step 1: Click "Modify" to bring the community into edit mode so that the remaining steps can be completed.

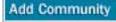
* indicates a required field.

Existing Communities

▶ **Community 180003 Information:**

State:	IN	
County(ies):	Allen County	
Community Name:	FORT WAYNE, CITY OF	





Information will need to be entered on the Community Information screen. The communities listed should be updated and then the Determination Document and Cover Letter should be generated similar to processing a normal case. This work instruction bypasses that step.

Work Item Details - Project # 09-05-0012P

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Review Audit History | Community Information | Interim Letters | **Violation Status** | Letters | Review

Process Request

Violation Status

Select a Violation Status and click "Continue"

* indicates a required field.

* **Violation Status**

10. Leave the violation selected and click  to move to the Letters screen

Work Item Details - Project # 09-05-0012P

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Invoice Info | Fee Info | Review Audit History | Community Information | Interim Letters | Violation Status | **Letters** | Review

Process Request

Letters

Select the type of letter to be sent to the requestor and enter the date the letter is mailed. Click "Continue".

* indicates a required field.

< Back < Cancel & Back Save Work Continue >

* Letter Type ▼

* Letter Date (MM/DD/YYYY)

Letter Type:	Request additional data
Letter Date:	08/15/2008
Letter Type:	Acknowledge receipt of request/all data received
Letter Date:	08/28/2008
Letter Type:	Violation letter to FEMA
Letter Date:	09/07/2008

11. Click the Letter Type dropdown box and select Determination letter to FEMA
12. Click to enter Letter Date
13. Click on:  to move to the Review screen

Work Item Details - Project # 09-05-0012P

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Invoice Info | Fee Info | Review Audit History | Community Information | Interim Letters | Violation Status | Letters | **Review**

Process Request

Review Data

[Expand All](#) / [Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

< Back Continue >

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- ▶ Requestor Mailing Address
- ▶ Other Mailing Address
- ▶ Flooding Source
- ▶ Supplementary Data
- ▶ Invoice Information
- ▶ Fee Invoice Information
- ▶ Community 180003 Information:
- ▶ Violation Status
- ▶ Letters
- ▶ Data Received
- ▶ Assign Project Resource
- ▶ Administer Fee/Receive Additional Fee

14. Review and click

[Continue >](#)

Work Item Details - Project # 09-05-0012P

[Project Data](#) | [Primary Address](#) | [Other Addresses](#) | [Flooding Source](#) | [Supplementary Data](#) | [Invoice Info](#) | [Fee Info](#) | [Review Audit History](#) | [Community Information](#) | [Interim Letters](#) | [Violation Status](#) | [Letters](#) | [Review](#)

Process Request

[< Back](#) [Complete Task](#)

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The engineer conducts the detailed review.
Click to view the [workflow history](#) for this project.



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15. Click on: [Complete Task](#) to complete activity

Results

The case is now completed in the workflow as normal.