

Work Instruction
Task Lead - Process Request -
Violation – Suspend

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 these 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 - Suspend.

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

Prerequisites

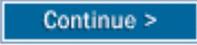
- Review Data Received activity is complete
- A violation is identified during the Process Request activity

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 has fast forwarded to the **Violation Status** screen within **Process Request** activity. Assume the reviews of the previous 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 [Continue >](#) 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.

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

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

For this activity, Concur Violation - Suspend was selected by the FEMA Revision Lead, and then the case returns to the Process Request activity on the Task Lead's Work Item List.

Work Item List - AaronTaskLead - February 17, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑
All	All	All		
Claim	Process Request	09-05-0012P	The Villas at Dawson's Creek	02/17/2009

8. Click on:  to claim the activity

The work instruction has fast forwarded to the Violation Status screen within Process Request. Assume the reviews of the previous screens were completed.

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

Violation Status

Select a Violation Status and click "Continue"

* indicates a required field.

< Back Save Work Continue >

* **Violation Status** A - Development in floodway

9. Click the Violation Status dropdown box and select No violation

10. Click on:  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 Special response 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 >

- ▶ 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

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](#)

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.

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

Results

The case will then be completed in the workflow as normal and should be completed at the Distribute Determination activity.

Last updated: March 2009