

## Work Instruction Project Lead – Suspend

### Purpose

This work instruction is used to outline the process conducted by the Revision Project Lead to suspend or extend a case. This module applies to the following 3 activities:

- Suspend Due to Fee or Data
- Suspend Due to Invoiced Fee
- Suspend Due to Appeal or Protest

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### Prerequisites

- Additional data was not received
- Additional fee was not received
- Invoiced fee was not received

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### Navigation

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → Suspend Due to Fee or Data</b> <b>OR</b> <b>Claim → Suspend Due to Fee Invoice</b> <b>OR</b> <b>Claim → Suspend Due to Appeal or Protest</b>
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## Work Steps

Mapping INFORMATION PLATFORM  
Welcome MikeRevProjLead | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project

Home » Workbench » Work Items

Work Item List - MikeRevProjLead - February 12, 2009

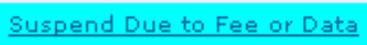
Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- **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		
<input checked="" type="checkbox"/>	<a href="#">Suspend Due to Fee or Data</a>	09-05-0009P	The Villas at Dawson's Creek	02/12/2009



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on:  to claim the activity
2. Click on:  to enter the Suspend Due to Fee or Data activity



The other suspend activities that you could claim are: "Suspend Due to Fee Invoice" or "Suspend Due to Appeal or Protest"

Work Item Details - Project # 09-05-0009P

Suspend Project | Review

**Suspend Project**

Select a suspension action to be taken and enter the effective/extension date for the suspension. Click "Continue".

\* indicates a required field.

\* Action

\* Effective/Extension Date  (MM/DD/YYYY)

Comments

3. Click the Action dropdown box and select to extend or the correct reason to suspend

	<p><b>Suspension Options per each activity:</b></p> <p><u>Suspend Due to Data or Fee</u>          Due Date Extended          Suspend due to appeal          Suspend – data          Suspend – data/fees          Suspend – non payment of fan invoice          Suspend – fees          Suspend – Other</p> <p><u>Suspend Due to Fee Invoiced</u>          Due Date Extended          Suspend – non payment of fan invoice          Suspend – Other</p> <p><u>Suspend Due to Appeal or Protest</u>          Suspend due to appeal          Suspend due to protest</p>
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4. Click to enter Effective/Extension Date
5. Click to enter Comments
6. Click on:  to move to the Review screen

WORK Item Details - Project # 09-05-0009P

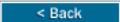
Suspend Project | **Review**

**Suspend Project**

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.

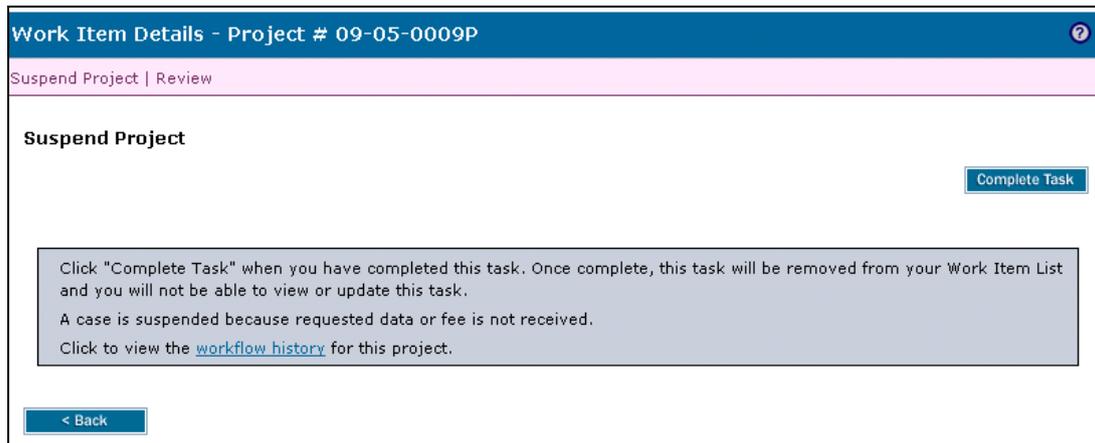
- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Letters**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
-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






On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

7. Click on:  to advance to Complete Task



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.

8. Click on:  to complete activity

### Results

If this activity is completed and no extension is provided, then this case will show a Suspended status in the MIP after this activity is completed and will no longer be accessible through the workflow. If there is an extension granted, possible next activities are Receive Additional Data conducted by the Task Lead or Receive Additional Fee conducted by the Fee Administrator.