Section 6
Alternate DSA Membership Eligibility/Linking in Point of Sale System - Special Codes

Revised December 28, 2016
DSA Memberships Course-Section 6
Alternate Membership Eligibility/Linking in Point of Sale System- Special Codes

- **Scenario:** Under AAA and DSA guidelines, there are certain instances where a person qualifies for the same benefits as eligible seniors. Review alternate eligibility criteria below:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Alternate Membership Eligibility/System Meal Special Code</th>
<th>Membership Card Color/Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse under 60 years of age</td>
<td>Eligible for lunch on a donation basis-needs to fill out a SAMS form and be entered into the SAMS system. (32AGSpouse)</td>
<td>Same card banner age eligibility color as qualified senior. Eligible for Title III congregate meal. A spouse under 60 is also eligible to participate in Activities/Trips, etc. <strong>with qualified senior present.</strong></td>
</tr>
<tr>
<td>Disabled child living with qualified senior 60+</td>
<td>Eligible for lunch on a donation basis - needs to fill out SAMS form and enter into the SAMS system. (32AGDISWE)</td>
<td>Same card banner age eligibility color as qualified senior. Eligible for Title III congregate meal. A disabled child living with a qualified senior under 60 is also eligible to participate in Activities/Trips, etc. <strong>with qualified senior present.</strong></td>
</tr>
</tbody>
</table>

- For this process, you will begin by following the same steps as creating a New Membership. (Refer to Section 4 New Membership process for screenshots)
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- **Membership> Member New >Select Appropriate Age Option> Set Guest**
  - Enter the following information for the eligible member (Please Refer to section 3-New Membership process for screenshots):
    - Birth Date- Age Calculated Automatically
    - Zip Code
    - Phone Number
    - Address
    - Email
    - Enter SAMS Access Information Number- 1 + Birthdate (mm/dd/yy) Enter SAMS Access Information Number(Addit No) – 1+Birthday (dd/mm/yy) e.g. Birthday 01/07/1937, Last four of SSN: 1234: **AdditNo = 10107371234**
    - Save – Return to main screen.
    - **“Pass Ready”** Must be visible
To begin a new membership, click the “Membership” button.
Click the appropriate age eligibility class based on the applicant's age and/or special qualifications.
Enter Required Member Information in the indicated fields:
First Name
Last Name
Date of Birth
Phone Number
Address

Click the "New Photo" Button to take the member's photo with the camera attached to the ELO screen at the front desk
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• From the main screen you will now enter the Qualified Child or Spouse info (Follow steps in Issuing a New Membership Section 4):

  • 60+ (Same as Qualified member to ensure the correct card color is printed) > Special> Select the correct Special Code> Click “Okay”> Set Guest > Enter the following information of the qualifying person

    • Birth Date- Age Calculated Automatically
    • Zip Code
    • Phone Number
    • Address
    • Email
    • Enter SAMS Access Information Number(Addit No) – 1+Birthdate (dd/mm/yy) e.g. Birthday 01/07/1937, Last four of SSN: 1234: AdditNo = 10107371234
    • Save – Return to main screen.
    • “Pass Ready” Must be visible
Click the appropriate age eligibility class based on the applicant's age and/or special qualifications.
Enter required member information in the indicated fields: First Name Last Name Date of Birth Phone Number Address

Click the “New Photo” button to take the member’s photo with the camera attached to the ELO screen at the front desk.
After entering the eligible citizen's information, click the "Special" button to select the appropriate special code.
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<table>
<thead>
<tr>
<th>Special Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32AG STAFF</td>
<td>32AG STAFF</td>
</tr>
<tr>
<td>32AG TRIBE</td>
<td>32AG TRIBAL AGE SPECIFIC</td>
</tr>
<tr>
<td>32AGIDENH</td>
<td>32AG DISABLED ELDER HOUSE</td>
</tr>
<tr>
<td>32AGDISWE</td>
<td>32AG DISABLED WITH ELDER</td>
</tr>
<tr>
<td>32AGEXPIRE</td>
<td>32AG EXPIRED PASS</td>
</tr>
<tr>
<td>32AGNOTIND</td>
<td>32AG NOT INDICATED</td>
</tr>
<tr>
<td>32AGSPOUSE</td>
<td>32AG SPOUSE</td>
</tr>
<tr>
<td>32AVGOL</td>
<td>32AG VOLUNTEER</td>
</tr>
<tr>
<td>32MEMBER</td>
<td>32MEMBER N/C</td>
</tr>
</tbody>
</table>

- **Disabled child living with a qualified Senior that is 60+**
- **Spouse under sixty years of age with qualified senior**

Click the “OK” button after selecting the appropriate eligibility special code.
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- **Process Payment:** Click the Finalize button to process the transaction and collect payment in the Siriusware System.

- **Test Cards:** Ensure that **both** of the cards are printed with the same appropriate age eligibility color (White 18-49, Yellow 50-59, Blue 60+) work by swiping them each through both the Siriusware and SAMS systems.
Congratulations! You have completed Section 6 - Alternate Membership Eligibility/Linking in Point of Sale System – Special Codes for the DSA Memberships Course.