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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-25

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: May 7, 1991

SUBJECT: Resource File Integration

SUGGESTED

DISTRIBUTION: Public Assistance Staff  
 Medical Assistance Staff  
 Food Stamp Staff  
 Staff Development Coordinators

CONTACT PERSON: System-related questions - Don Kennedy 1-800-342-3715,  
 ext. 432-2790  
 Medical Assistance - Your MA County Eligibility  
 Representative Upstate  
 1-800-342-3715, ext. 3-7581;  
 New York City (212) 587-4853  
 Food Stamp - Your FS County Representative at  
 1-800-342-3715, ext. 4-9225  
 Public Assistance - Mark Schaffer at 1-800-32-3715,  
 ext. 4-9346  
 Corrective Action - Sandy Borrelli 1-800-342-3715,  
 ext. 4-8627

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
87 ADM-37		351.22	7 CFR	ABEL Trans.	
79 ADM-1			272.8(g)(2)	89-5, pgs.1-32	
88 INF-72				MABEL Trans.	
88 INF-14				89-3, pgs.9-11	
86 INF-35				SRM - Sect. N-All PASB - Sect. IV-C-All FSSB - Sect. V-E-3.4-3.11 MARG Income Sect. pg. 61-108.3	

I. PURPOSE

This informational letter reminds local districts of the types of information provided by the Resource File Integration Subsystem (RFI) and the Income and Resource Collection Subsystem (IRCS) and of the importance of resolving this information in a timely manner.

II. BACKGROUND

A. Policy

In an effort to provide local districts more comprehensive data with which to make more accurate eligibility determinations and benefit payments, federal law and State Social Services policy have dictated that a computer match process be in place to analyze client wage and resource files of various State and federal agencies. Toward this end, in 1984 RFI was added to the Upstate WMS System. A similar system is currently being developed for NYC. RFI is a WMS Subsystem which compares certain data on DSS files with income and resource information maintained by various State and federal agencies. If an individual is found to have a resource or income information, it is reported on line via RFI. The local district worker must review the resource or income information displayed and then enter a resolution code to indicate that this resource or income information has been considered in determining the individual's eligibility. Following is a description of the matches that are currently reported on RFI.

B. RFI Matching Processes

WRS - Wage Reporting System of the New York State Department of Taxation and Finance. WRS is accessed for applicants and recipients of PA, MA and FS. The data reported includes:

1. Employer Name and Address
2. Quarter Reported and
3. Wages for that Quarter

This match is done daily for applicants, and quarterly for recipients.

IRS - Internal Revenue Service match of unearned income data (1099). All recipients are matched annually. New individuals added to WMS are matched monthly. The data reported to WMS includes:

1. Payer and Payee Name and Address
2. Resource Type
3. Resource Amount and
4. Account Number

UIB - New York State Department of Labor match. This match is designed to identify individuals who are in receipt of unemployment benefits. This match is done daily for applicants and monthly for recipients. The data reported with the daily match includes:

1. Program Code
2. Employee Name and Address from UIB
3. Employee Benefit Rate
4. Claimant's Last Employer Name and Address
5. Expiration Date of Claim
6. Benefit Days Used
7. Benefit Days Left and
8. Disqualification Code

The monthly match reports the same information as well as payment dates and amounts.

BENDEX - This is a match with the Social Security Administration (SSA) which provides information on individuals eligible for benefits under the Retirement, Survivor or Disability Insurance (RSDI) Program or Title II. Matches are done daily for applicants and monthly for recipients. The daily match is sometimes referred to as Wire Third Party (WTPY).

The data reported for the monthly match includes:

1. Claim Number
2. Entitlement Date
3. Benefit Amount
4. Part A and B Medicare information
5. Disability Date
6. Black Lung Indicator
7. Railroad Retirement Indicator and
8. Payment Status

In order for the monthly data exchange to be established, there must be a match on demographics between what we send to SSA and what they have on file. When exchange has been established, we are automatically notified of changes such as annual Cost of Living Adjustments (COLA).

The daily match is a one time only match which provides not only the preceding information on Title II benefits, but also provides an up front validation of the SSN and related demographics sent for matching. If an individual fails validation, the reason for failure is displayed on the RFI screen. Under certain circumstances, the correct SSN may be provided for an individual.

C. Income and Resource Collection Subsystem (IRCS)

The IRCS system was developed in October 1989 as an enhancement to RFI, allowing the system to eliminate information already known and budgeted. Each of the income matches currently done has been enhanced with a comparison to IRCS so that known information can be resolved electronically. For example, if a WRS match reports income for an individual and IRCS reflects similar budgeted wages for the same individual and period, the system will electronically resolve the hit information and no report will be sent on RFI. This should reduce the number of cases that are flagged by RFI for worker follow-up. IRCS was implemented for UIB and WRS matches in July 1990 and March 1991 respectively.

III. RECOMMENDED ACTION

Local districts should review the administrative directives and informational letters referenced on the first page of this release to ensure that appropriate policy and procedures are utilized when resolving RFI data. As stated in 87 ADM-37 if a determination is made that the computer match information is correct and that information results in a reduction of or termination of recipient benefits, the agency must issue timely notice of intent to reduce or discontinue benefits. Federal regulations require that follow-up on all matches be completed within 45 days of the agency's receipt of match reports.

In order to maximize the efficiency of the RFI/IRCS interface, the workers should ensure that budgets are stored using the correct line number as this is the key for locating data when the RFI/IRCS comparison is made.

IV. CORRECTIVE ACTION IMPLICATIONS

As reported by QC analysis, unreported earned income and resources continue to be a major source of errors for Public Assistance, Food Stamps and Medical Assistance. Over half of these case errors can be attributed to agency failure to follow-up on information received. There is often discrepant information in the case record which was never resolved. To achieve program and error avoidance savings, it is imperative that action be initiated as quickly as possible, to resolve information received through data matches.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance