

# **ECONOMIC INDEPENDENCE DSS ADMINISTRATIVE LETTER NO 10-2002**

(Program Integrity and Food Stamps)

**TO:** County Directors of Social Services

**ATTENTION:** Program Integrity Supervisors

Food Stamp Supervisors

**DATE:** September 6, 2002

**RE:** EPICS Quarterly Status of Claims Report

## **EFFECTIVE**

**DATE:** Upon Receipt

## **I. BACKGROUND**

Effective August 30, 2002, the FRD505 Quarterly Status of Claims Report is revised. These changes are outlined below. Use these pages to replace pages 20-22 in the EPICS User Guide, Appendix F: Reports Section, revised July 15, 2002.

## **II. UPDATES**

The FRD505, Quarterly Status of Claims Report, shows the status of food stamp claims for a quarter and is used for review and balancing purposes. The FRD505 runs on a quarterly basis, is viewable at the owner county level, and is available in XPTR. The retention period for this report is for administrative value only.

### **FRD505 Field Descriptions**

<b>FIELD</b>	<b>DESCRIPTION</b>
<b>County</b>	Name of the county (listed by county code number)
<b>Fraud</b>	Intentional Program Violation (IPV)
<b>Non-Fraud</b>	Inadvertent Household Error (IHE)
<b>Non-Fraud</b>	Agency Error (AE) / State Issuance Letter (SIE)
<b>Total</b>	Total dollar amount for collections

<b>Line 1 – Beginning Balance Active Claims</b>	This line is used to show the beginning balance and total number of all active claims in the county for the each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). These figures are calculated by using the ending balance of the prior quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud).
<b>Line 2A – Transfers between Counties</b>	This line is used to show the total dollar amount and number of claims transferred between counties for the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). This line should show the sum of Line 2Ai + 2Aii.
<b>Line 2Ai – Transfer out</b>	This line is used to show the total dollar amount and the number of claims transferred out of the county for the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud).
<b>Line 2Aii – Transfer in</b>	This line is used to show the total dollar amount and the number of claims transferred into the county for the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud).
<b>Line 2B – Compromise</b>	This line is used to show the total dollar amount of reduction and number of claims reduced by Compromise (judgement) for the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). <b>Do not</b> include uncompromised entries in this figure.

<b>FIELD</b>	<b>DESCRIPTION</b>
<b>Line 2C – Adjustments</b>	<p>This line is used to show the number and/or dollar amount of the adjustments that have occurred during the quarter. This line is designed to show the adjustments that are to be applied in the formulas throughout this report.</p> <p>2C.1- AJCI – show all current balance increases (dollar amount)</p> <p>2C.2 – AJCD – show all current balance decreases (dollar amount)</p> <p>2C.3 – AJUC – show all uncompromised claims dollar amount</p> <p>2C.4 – AJNT – show all non-court-order category changes number and dollar</p>

	<p>amount. Non-court order category changes are defined as IPV to any other category, IHE to SIE/AE, or SIE/AE to IHE only.</p> <p>2C.5 – AJIT – show the number of claims that have been transferred in state. This is done by using the referral source code.</p> <p>2C.6 – AJOT – show the number of claims transferred out-of-state.</p> <p>2C.7 – Deleted - show the number of deleted claims</p>
<p><b>Line 2D – Keying/Arithmetic Adj Amount and Number</b></p>	<p>This line is used to show the total dollar amount and number of corrections and adjustments made during the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). The number is derived from claims that have an AJCI, AJCD, AJUC, AJNT coded entries, claims with referral status of OT, and deleted claims.</p> <p>AJCI= Adjust Current Balance Increase</p> <p>AJCD= Adjust Current Balance Decrease</p> <p>AJUC= Adjust Uncompromise Amount</p> <p>AJNT = Non court ordered category changes</p>
<p><b>Line 2E – Expungements</b></p>	<p>This line is used to show the number and total dollar amount of expungements (EX payment code) that have occurred during the given quarter.</p>
<p><b>Line 3 – Subtotal</b></p>	<p>This line is used to show the subtotal dollar amount and number of all active claims for the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud).</p> <p>Dollar amount formula:</p> <p>Line 1 (Beg. Balance) + 2A (Transfers) - 2B (Compromise) + 2C.1 (AJCI) - 2C.2 (AJCD) + 2C.3 (AJUC) + 2C.4 (AJNT) + 2C.5 (AJIT) - 2C.6 (AJOT) - 2C.7 (Deleted) + 2E Expungements</p>

	Active claim formula:  Line 1 (Beg. Balance) +2A + 2c.4 (AJNT) + 2C.5 (AJIT) – 2C.6 (AJOT) – 2C.7 (Deleted)
<b>Line 4 – Beginning Balance Terminated Claims</b>	This line is used to show the ending balance of terminated claims (total dollar amount and number of terminated claims) from the prior quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). Include the claims that have TE status only.
<b>Line 5A – Transfers between Counties Amount and Number</b>	This line should always read zero.
<b>Line 5B – Compromised Amount and Number</b>	This line should always read zero.
<b>Line 5C - Keying/Arithmetic Adj Amount and Number</b>	This line should always read zero.
<b>Line 5D – Expungements</b>	This line should always read zero.

<b>FIELD</b>	<b>DESCRIPTION</b>
<b>Line 6 – Subtotal Amount and Number</b>	This line is used to show the subtotal dollar amount and number of terminated claims for the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). This line is equivalent to the entry on line 4.
<b>Line 7 – New Claims Established</b>	This line is used to show the total dollar amount and number of new claims established for the given quarter for each heading (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). U and P claim types should appear in the IHE Non-Fraud column. The dollar amount should be captured from the overpayment amount.
<b>Line 8 – Transfers between A, B, C Balances</b>	This line is used to show any claims that have been transferred from one category to another solely because of a hearing or court determination within the same quarter or a subsequent quarter. This line <b>does not</b> reflect

	<p>the category changes on line 2C.5 that are non-court ordered. A hearing or court determination claim is any U or P claim that has changed to another category <b>or</b> any claim that is changed from one category to an IPV.</p>
<b>Line 9 – Subtotal</b>	<p>This line is used to show the total dollar amount and number of claims transferred between categories (IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud) during the given quarter. This number is the total of Line 3 + 6 + 7 + 8. This number may reflect a positive or negative figure.</p>
<b>Line 10a – Check, Cash, M.O.</b>	<p>This line is used to show all voluntary payments made in the form of cash, check, or money order for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud made during the given quarter.</p> <p>Voluntary payments:</p> <p>C – Cash (This code would also be used for check or money order.)</p> <p>FSC – Food Stamp Cash</p>
<b>Line 10b – TOP (Pre-Offset)</b>	<p>This line is used to show all cash payments made by the debtor during the 60-day notice period (Stage B) for the given quarter. This number is:</p> <p style="padding-left: 40px;">Read all 'C' Payments that have occurred during the report quarter.</p> <p style="padding-left: 40px;">Read Claim Debtor related to the payment.</p> <p style="padding-left: 40px;">If Federal Tax Intercept Notice date is prior to the payment read above</p> <p style="padding-left: 40px;"><b>and</b></p> <p style="padding-left: 40px;">If payment date is within 60 days of the notice date, this payment is considered a TOP Pre-Offset Payment.</p>
<b>Line 10c – TOP (Intercept)</b>	<p>This line is used to show all TOP payments made for each heading IPV Fraud, IHE Non-</p>

	<p>Fraud, AE/SIE Non-Fraud during the given quarter.</p> <p>TOP payments:</p> <p>CT - TOP Payment Prior To June 1 (Food Stamps Only)</p> <p>T - TOP Payment</p>
<b>Line 10d – DOR</b>	<p>This line is used to show all DOR payments made for each heading IPV Fraud and IHE Non-Fraud during the given quarter.</p> <p>DOR payments:</p> <p>N - DOR payment</p>
<b>10e – Total Cash Collected</b>	<p>This line is used to show the total amount of cash collected for each heading, IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud during the given quarter. This line should show the total of Line 10a + 10b + 10c + 10d.</p>

<b>FIELD</b>	<b>DESCRIPTION</b>
<b>Line 11 – Coupons</b>	<p>This line is used to show the total amount of coupons and EBT benefits collected for each heading, IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud during the given quarter.</p> <p>Stamps = S</p> <p>EBT= EB</p>
<b>Line 12 – Recoupments</b>	<p>This line is used to show all recoupments taken during the given quarter for each heading, IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud.</p> <p>Recoupment payments = R (Regular recoupment), LR (local recoupment)</p>
<b>Line 13 – Offsets</b>	<p>This line is used to show all offset amounts made during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud.</p> <p>Offset payments = O</p>
<b>Line 14 – Total collected</b>	<p>This line is used to show the total dollar amount collected for each heading IPV Fraud, IHE Non-</p>

	Fraud, AE/SIE Non-Fraud during the given quarter. This line should show the sum of Line 10e+ 11 + 12 + 13.
<b>Line 15 – Terminated claims</b>	This line is used to show all claims terminated during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud. This line will show the number of claims and dollar amounts. The dollar amount reflected should be the current balance at the time the claim was terminated.
<b>Line 16 – Non Cash Adjustments</b>	This line is used to reflect amendments or corrections, which need to be made because of changed or incorrect entries related to food stamps, EBT, recoupment, or offset collections from a previous quarterly report for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud. This should include reversals of a previous quarter S, EB, EX, R, LR, or O payments.
<b>Line 17 – Cash Adjustments</b>	This line is used to reflect amendments or corrections, which need to be made because of changed or incorrect entries related to cash, check, or money orders collections from a previous quarterly report for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud. This should include reversals of previous quarter C, FSC, N, or T payments.
<b>Line 18 – Transfer between A, B, C Collections</b>	This line is used to show any collections that have been collected from in one category in a quarter and changed to another category within the subsequent quarter. This number may reflect a positive or negative figure. <b>This line should not be included in any formulas. It is for information purposes only.</b>
<b>Line 19 – Subtotal</b>	This line is used to show the subtotal of all collections during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud. This line should show the sum of Line 14 + 15 + 16 + 17.
<b>Line 20 – Closed Claims</b>	This line is used to show all claims closed during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud). Closed is defined as receiving payment in full or

	compromised amount down to zero only. Do not include terminated claims.
<b>Line 21 – Claims reactivated</b>	This line is used to show all claims that have been reactivated during the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud.
<b>Line 22 – Balance for Active Claims</b>	This line is used to show the ending balance amount and number for active claims for a given quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud. This line should show the total of Line 3 + 7 +8 – 19 – 20 + 21.
<b>FIELD</b>	<b>DESCRIPTION</b>
<b>Line 23 – Balance for Terminated Claims</b>	This line is used to show number and dollar amount of all terminated claims for the quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud. This line should be the total of Line 6 + 15 – 21.
<b>Line 24 – Subtotal</b>	This line is used to show the number and dollar amount of all active and terminated claims for the given quarter for each heading IPV Fraud, IHE Non-Fraud, AE/SIE Non-Fraud. This line should be the total of Line 22 + 23.

If you have any questions, please contact your Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

WRM/AS/bh