MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 152		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
1-4	3	5/99	1	3	5/99
	3	5/99	2	3	7/99
2 - 17	3	9/95	3	3	5/99
			4	3	7/99
7-10	3	5/99	7-10	3	7/99
DATE: JULY, 1999 TO: All Income Maintenance Manual Holders					

This change is being made to Chapter 3 to correct some typo's found throughout the contents, and also, to insert an important statement of disclosure in the section on Prisoner Match.

All questions concerning policy should be directed to the OFS Policy Unit.

Questions concerning RAPIDS procedure should be directed to the RAPIDS Help Desk.

3.1   INTRODUCTION

The Income and Eligibility Verification System (IEVS) provides the Department with additional sources of information for use in determining eligibility and the amount of the benefit for applicants and recipients.

Through RAPIDS, field staff receives information obtained through data exchanges with other agencies and offices. The IEVS procedures ensure that appropriate privacy and procedural safeguards are applied in the use of the information.

Information obtained through IEVS is used for the following purposes:

-       To verify the eligibility of the AG

-       To verify the proper amount of benefits

-       To determine if the AG received benefits to which it was not entitled

-       To obtain information for use in criminal or civil prosecutions, based on receipt of benefits to which the AG was not entitled

IEVS enables the Department to identify unreported changes in circumstances.

Information which is required to be used is as follows:

-       State Bureau Of Employment Programs (BEP): Wage and UCI data is available.

-       Internal Revenue Service (IRS): Unearned income data is available.

-       Social Security Administration (SSA)

        Pension Retirement, Survivors Disability Income (RSDI), Supplemental Security Income (SSI) and net earnings from self-employment data is available.

3.2   STATE INFORMATION SOURCES ACCESSED

A.   BUREAU OF EMPLOYMENT PROGRAMS (BEP)

Wage information is obtained at application and quarterly thereafter. UCI information is obtained monthly.

1.   Wage Information

BEP - provides the following information:

- Recipient name

- Case number

- SSN

- Employer name and address

- Quarter/Year

- Wage

- Total earnings for each individual

The Worker must give priority to those cases in which the individual's earnings as reported on the wage match, are $225 or greater per quarter than the wage data actually used for the same quarter.

2.   UCI

The data exchange with BEP is run monthly. The information is available on the sixth working day of each month. A Broadcast Message "BEP UCB" match processed" is also displayed when the exchange is run.

1.   BENDEX

The BENDEX Screen shows the following Information:

-   Case number, case name, address

-   CAN

-   SSI

-   Recp: Name of the recipient to whom the BENDEX information refers

-   Retirement, Survivors and Disability Insurance (RSDI) amount

-   Entitlement Date: Date on which the recipient became eligible for RSDI benefits. It is possible a person became entitled to benefits prior to the actual receipt. Therefore, the Department must determine the payment status.

    NOTE: BENDEX is subjected to safeguarding procedures. See Section 3.4,D

    NOTE: Pay status codes can be accessed by viewing the Help Screen.

2.   BEERS

Earnings information reported by employers to SSA is not as current as that reported by employers to BEP. However, information which is not available through BEP may appear on the BEERS Screen. In additon, net earnings from self-employment is available through BEERS.

NOTE: BEERS is subjected to safeguarding procedures. See Section 3.4,D

NOTE: A description of the BEERS information is available on the Help Screen.

3.   SSN VERIFICATION DETAILS

SSA provides an automated SSN verification system. Verified SSNs are auto matically indicated in RAPIDS. Errors are identified and detailed information is made available to the Worker in RAPIDS.

NOTE: Use only when mismatch occurs.

SSN	Date received
PIN #	Status code
Case #	Prionser name
Client name	Prionser ID number
Action	Date of birth
Action date	Sex
Prison name	Date of confinement
City, State, Zip	
Phone #	

The Worker must not take any case action based only on the data received through this source.

NOTE: Prisoner Match data is subject to independent verification. See Section 3.4,C.

The Worker may verify the information through the prison system if the name of the prison is identified. The verification request must clearly explain the information the Worker has, its relevance to the individual's eligibility or benefit level, and the action the worker will take if the prison fails to respond. Thirty (30) calendar days must be allowed for a response.

7.   SAVINGS RECORD

Not only does RAPIDS allow the Worker to update case information through data exchange, it also allows the Worker to record savings that have been generated from any discrepancy match and the subsequent adjustments to benefit amounts.

NOTE: RAPIDS Screen DXRU records savings produced from data matches. The Worker must record adjustments to benefit amounts.