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 income actually used for the AG 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 displayed when the exchange is run.

This provides the Worker with a list of individuals in his caseload who have been identified as having discrepancies between the information provided by BEP and that which is in RAPIDS. Only Primary Caseload Workers will see the list for their caseload and this list is not available to alternate Workers. Supervisors and Supervisor Alternates will see a list for the entire Supervisory Unit. Detailed information can be obtained by a selection from the DXRL section.

Detail information is available on DXDU.

NOTE: The RAPIDS User Guide contains information on the use of the data exchange screens, DXRL, DXUS and DXRU. Help Screens are also available.

For cases where the Worker must determine if the SSN in the data system is correct, the procedure is as follows:

-     An incorrect SSN must be corrected so that the next UCI match will reflect the client's corrected UCI information.

-     If the information in the data system is already correct, and it is determined that the problem is with BEP, the Worker must send a memorandum with this information to the OFS Policy Unit.

B.   SOCIAL SERVICE INFORMATION SYSTEM (FACTS)

FACTS has information for recipients of:

-     Foster Care

-     Adoption Assistance

-     Individual who also apply or receive Food Stamps,
      Medicaid and/or WV WORKS

C.   WORKERS' COMPENSATION

The Workers' Compensation exchange provides the following:

1.   Payment Information

     The Workers' Compensation Payment detail screen
     displays payment information from the Bureau of
     Employment Programs Workers' Compensation files.
     The screen shows all payments made and the date of
     payment.

2.   Claimant's payee

     The Workers' Compensation Claimant's representative
     detail screen displays information from Workers'
     Compensation for claimant's payee.

3.   Type Of Injury

     The Workers' Compensation accident nature code
     describes why benefits are being issued to the
     claimant from Workers' Compensation.

4.   Independent Verification

     In situations where the client is not the payee, or
     when there is a discrepancy in what the client

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verified and what DX has provided, independent
verification is required. See Section 3.4C.

5.   Income Sources

Section 10.3 identifies income sources.

D.   NEW HIRE REPORT

The New Hire Report is intended to be a lead for use in
payment accuracy. It is created weekly as a way to
identify unreported income sources. The report contains
individual data for each New Hire SSN which matches a
RAPIDS SSN. It provides identifying information from
RAPIDS and includes the date the report was created.

OSCAR collects the New Hire information from employers and
provides OFS with access to the file. All employers do
not report consistently when they do provide the
information.

1.   Report Information

The report contains the following information from
the New Hire File:

-     SSN

-     Birth Date

-     State of Hire

-     W4 FED. EIN (Tax I.D. #)

-     W4 State EIN (Tax I.D. #)

-     Employed Individual's Name, Address, City,
      State, Zipcode

-     Employer, Address, City, State, Zipcode

-     Child Support Withholding Address, (If
      Available)

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The Report contains the following RAPIDS information
from the RAPIDS files:

-       Case Number

-       Birth Date

-       Pin Number

-       RAPIDS Individual's Name, Address, City, State,
        Zipcode

2.   OSCAR Access To New Hire Information (NEHR)

        The OSCAR System New Hire Screen (NEHR) is
        accessed by the menu for OSCAR, or by typing
        NEHR on the command line, followed by a space
        and the SSN of the individual.

3.   Verification

        Verification is required when a discrepancy exists
        with reported information. See Section 4.2,B,5.

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