

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 5, 1996

ALL-COUNTY INFORMATION NOTICE I-30-96

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation Change
 Court Order or Settlement Agreement
 Clarification Requested by One or More Counties
 Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
 ALL DISTRICT ATTORNEYS
 ALL SPECIAL INVESTIGATIONS UNIT CHIEFS
 ALL INCOME ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COORDINATORS

SUBJECT: FORM DPA 482 - MANAGEMENT REPORT

REFERENCE: ALL-COUNTY LETTER NO. 96-05 (Dated February 6, 1996)

This letter transmits clarification of the reporting requirements for the IEVS Management Report - DPA 482. As a result of comments and questions received from several counties, the Fraud Bureau and Information Services Bureau compiled these concerns into the attached "Question and Answer" document. This document should clarify the information counties need to provide in this report.

In addition, the report implementation date has changed. The DPA 482 must be submitted to the California Department of Social Services, Information Services Bureau, beginning with the July-September 1996 report period. This report will represent matches from the October-December 1995 wage quarter and is due on November 1, 1996. Although not required, counties are encouraged to submit DPA 482 reports for the January-March and/or the April-June 1996 report periods.

If you have any questions regarding the report and its instructions, contact Virginia Uchida at (916) 657-3289. Program questions should be directed to John Moist at (916) 445-0031.


 JARVIO A. GREVIOUS
 Deputy Director
 Administration Division

Attachment
 c: CWDA

5/15/96

IEVS MANAGEMENT REPORT (DPA 482)

**INTEGRATED FRAUD DETECTION SYSTEM/EARNINGS CLEARANCE SYSTEM
(IFD/ECS)**

Implementation Questions

1. Will statistics from the DPA 482 be used in justifying the state support of the county IEVS positions?

The data for the IEVS report will be used to improve the program management of the IEVS program. The data on Part A of the DPA 482 will be used by the Fraud Bureau to identify counties that may have problems with the processing of IEVS abstracts which may initiate a Periodic IEVS Review. The data will also be used to evaluate the current staffing in the IEVS program. Finally, the Fraud Bureau is charged with the responsibility of ensuring the IEVS program is cost beneficial to the state. Thus, the more accurate the data on the findings the easier this task becomes. Counties will not be held to a specific target number of findings from IEVS, but all counties as a whole must be shown to be cost effective.

2. Are counties required to complete the DPA 482?

Yes, all counties are required to report IFD IEVS activity via the form DPA 482. The data obtained from the DPA 482 will provide the California Department of Social Services (CDSS) more accurate data on IEVS activity.

3. When are counties required to submit the DPA 482?

Counties are required to submit their first DPA 482 for the July-September 1996 report period which represents matches for the October-December 1995 wage quarter. This first report is due to CDSS Information Services Bureau by November 1, 1996. Submit your completed DPA 482 reports to:

California Department of Social Services
Information Services Bureau
744 P Street, M/S 12-81
Sacramento, CA 95814-5512

4. May counties submit a DPA 482 report for the January-March 1996 or the April-June 1996 report periods?

Yes. Counties are encouraged to submit the DPA 482 for the January-March 1996 and/or April-June 1996 report periods. If you plan to submit the DPA 482 for one or both of these earlier reports, please contact Virginia Uchida of the CDSS Information Services Bureau at (916) 657-3289 to inform her that it will be submitted by your county. Although the January-March report was due on May 1, 1996, counties may still submit it. The April-June 1996 report is due August 1, 1996.

5. Are counties required to send in response documents (ECS 155s) in addition to the DPA 482 report?

Beginning with the use of the DPA 482, results of all IFD matches should be submitted on that report. Counties should no longer send in response documents for **AFDC** or **Food Stamp** Program impact. If response documents for AFDC/FS impact have already been submitted, do not count those matches/cases on the DPA 482. Counties must continue to send response documents to capture statistics for:

- o Medi-Cal.
- o Other IEVS program matches including asset (FTB & IRS), BEER, and PVS.

Continue to submit response documents for Medi-Cal and the other IEVS matches to:

California Department of Social Services
 Fraud Bureau
 744 P Street, M/S 19-26
 Sacramento, CA 95814-5512

6. The following table states the report periods to process specific wage quarter abstracts and due dates of the reports.

REPORT PERIOD	WAGE QUARTER	REPORT DUE DATE
January-March 1996	April-June 1995	May 1, 1996
April-June 1996	July-September 1995	August 1, 1996
July-September 1996*	October-December 1995	November 1, 1996
October-December 1996	January-March 1996	February 1, 1996

*DPA 482 report is mandatory beginning this report period.

General Questions/Clarification

1. It is important to note that for Part A, matches are counted; for Part B, cases are counted.
2. Priority is given to processing matches on active cases. Is this correct? Should we process the discontinued cases?

This priority is correct. Counties are required to process matches on active cases within 45 days. Counties are required to have a plan to process matches on discontinued cases and should work these according to regulations.

Form DPA 482 Questions

1. Part A, Line 1. On the initial DPA 482 report, what should be included in the beginning balance?

For the initial report, enter the number of pending abstracts prior to the October-December 1995 wage quarter that have not been processed. Any backlogged discontinued matches which are processed during the report period should be included in this count and reported appropriately throughout the form. The number of backlogged discontinued matches should be noted in Part C, Comments, of the initial DPA 482 report.

2. Part A, Line 2. Do we report both active and discontinued matches on this line?

Yes. This line includes all matches that have been produced for the wage quarter. All matches received and processed in the quarter should eventually be counted as a match with no discrepancy (Line 4a) or a match with an error (Line 4b). Active cases not processed within the report period are on Line 5. All matches on discontinued cases from the quarterly run should be reported as "No Discrepancy" (4a) unless an error is identified within the report period (4b). Matches on discontinued cases are still required to be fully processed in accordance with Division 20-006.4. Note the number of matches on discontinued cases that are not fully processed in Part C, Comments.

3. How should a county report an overpayment from a discontinued match that was from a previously unreported backlog?

Overpayments generated from a match that was from a previously unreported discontinued case will require several line adjustments and an explanation in Part C, Comments. The number of overpayments identified in these instances will require the county to adjust Part A, Line 1, Line 4b, and the count on Part B, Line 1. These adjustments should be explained in Part C, Comments.

4. Part B, Line 2. Are the results on matches of both active and discontinued cases counted here?

Yes. All matches on both active and discontinued cases worked during the quarter should be reported on this line. This should also include the results of matches on discontinued/closed cases from previous report quarters processed during the reporting quarter.

5. Part B, Line 4. The word "Potential" is confusing. What should be reported here?

Report any administrative overpayments/overissuances which have been identified from IEVS processing. The word "potential" was used because many IEVS units identify but do not establish the administrative overpayments/overissuances.

6. Part B, Line 5. When is a discontinuance to be reported on the DPA 482? It is not clear when a discontinuance is due to IEVS or some other factor. Sometimes the eligibility worker may not know the reason for the discontinuance.

The county should report an IEVS discontinuance on any case that discontinues once the client is aware that an IEVS investigation has begun. Thus, once the recipient is notified of a discrepancy, if the case discontinues at that point, the county may credit IEVS if there are no other apparent factors involved.

7. Part B, Line 7. Our county often refers IEVS cases to both the SIU and DA's Offices. Should we report two referrals on this line?

No. The referral should be reported only once. It is important to report an item (i.e., case, SIU referral, etc.) only one time to ensure the integrity of the statistics. Any cases sent to ADH that will not be sent to the SIU/DA should be counted here. **On your county's initial report, please note in Part C, Comments, whether your county routinely refers all overpayments resulting from IEVS to the SIU/DA and attach to the report a statement of your county's referral policy.**

PLEASE NOTE:

Overpayments/overissuances/discontinuances reported on Part B of the DPA 482 should be identified from abstracts processed and reported on Part A. If the abstract that originated the error was from the unreported backlog, then that abstract should be reported by adding it to the Balance Brought Forward on Part A, Line 1 of the DPA 482 and explained in the Comments section on the bottom of the form.