February 27, 2019

ALL COUNTY LETTER NO. 18-121

TO:        ALL COUNTY WELFARE DIRECTORS
                ALL IEVS COORDINATORS
                ALL CALFRESH PROGRAM SPECIALISTS
                ALL CalWORKs PROGRAM SPECIALISTS
                ALL CONSORTIUM PROJECT MANAGERS
                ALL COUNTY CHIEF WELFARE FRAUD INVESTIGATORS
                ALL DISTRICT ATTORNEYS

SUBJECT:    CHANGES TO INCOME AND ELIGIBILITY VERIFICATION SYSTEM
                   MANAGEMENT REPORT [DPA 482 (10/17)]

REFERENCE:    ALL COUNTY LETTER (ACL) NO.01-80

The purpose of this letter is to announce that beginning January 1, 2019, the California Department of Social Services (CDSS) will implement a revised Income and Eligibility Verification System (IEVS) Management Report (DPA 482) form and instructions.

**Background**

The CDSS Welfare Fraud Bureau and the Data Systems and Survey Design Section (DSSDS) in conjunction with County Welfare Departments (CWDs), participated in a workgroup to redesign and restructure the DPA 482 report. These changes have been made in an effort to improve and simplify data reporting to align with all other required response documents for other IEVS matches. The DPA 482 is used to assess IEVS Integrated Fraud Detection (IFD) wage match processing by the CWDs. As a reminder, the IFD wage match includes wage information from California employers provided by the Employment Development Department.

Below is a summary of the content and format changes that have been made to the form and instructions.

**Content Changes**

- References to "Food Stamps" have been changed to "CalFresh."
- Part B. "Error Cases" has been changed to "Discrepant Cases."
- Administrative cause errors are now collected and identified as discrepancies.
- The CalFresh column now includes both Public Assistance CalFresh and Non-Assistance CalFresh.

**Format Changes**

- Parts A and B from the previous report version have been omitted.
- The report will collect data only on overpayments/overissuances (OP/OI) established, number of cases discontinued, and cases referred to the Special Investigative Unit and/or District Attorney's office for investigation during the report quarter.
- Cases with OP/OI established during the report quarter include client-caused and administrative-caused errors by number of cases and dollar amounts.
- The location and numbering of items have been changed.

**Implementation of the new DPA 482 report**

Effective January 31, 2019, the current version of the DPA 482 report will be discontinued.  The last report quarter will be October to December 2018.  The new DPA 482 report will be effective February 1, 2019 with its first report quarter as January to March 2019.  An online electronic version of the DPA 482 will be available February 1, 2019.  The first newly revised DPA 482 report for quarter January to March 2019, is due on or before April 30, 2019.  Thereafter, counties will submit the new DPA 482 report on the 30th calendar day of the month following each calendar quarter as follows:

- January – March report quarter, due by April 30
- April – June report quarter, due by July 30
- July – September report quarter, due by October 30
- October – December report quarter, due by January 30

The DPA 482 will be automated in the consortia no later than June 2019.

If the DPA 482 report's due date is on a weekend or a state or federally recognized holiday, the report is due the next business day.

**DPA 482 Completion and Submission**

To complete the electronic DPA 482 report, counties must download a copy of the DPA 482 form from the CDSS DSSDS website.

If the county worker needs assistance, the electronic form contains links to the DPA 482 report instructions. All counties are required to submit the report via email to DSSDS at admdpa482@dss.ca.gov by the 30th calendar day of the month following the report quarter. The DPA 482 report form and instructions are attached as reference material.

If you have questions related to program integrity, please direct them to the CDSS Automation, Integrity and Client Initiatives Branch at (916) 653-1826 or contact your county's IEVS Review Analyst. If you have questions regarding completion of the DPA 482 form, please contact DSSDS at (916) 651-8269 or admdpa482@dss.ca.gov.

Sincerely,

***Original Document Signed By:***

TODD R. BLAND
Assistant Director
Automation, Integrity, and Client Initiatives Branch

Attachments

**INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS) MANAGEMENT REPORT**
**Integrated Earnings Clearance/Fraud Detection System (IFD)**
**DPA 482 (10/17)**
**INSTRUCTIONS**

## CONTENT

The quarterly DPA 482 report contains statistical information on the results of county Income and Eligibility Verification System (IEVS) Wage Match processing.  Information provided includes the number of cases and dollar amounts of administrative-caused and client-caused CalWORKs overpayments and CalFresh overissuances, the number of CalWORKs and CalFresh cases discontinued during the report quarter, and the number of referrals made to Special Investigative Units (SIU)/District Attorney's (DA) Office.

## PURPOSE

The DPA 482 report provides the California Department of Social Services (CDSS) Fraud Bureau with information to:

1.  Assess compliance with federal and state requirements for processing the IEVS Wage Match for CalWORKs and CalFresh cases within County Welfare Departments (CWDs)
2.  Evaluate IEVS staffing levels; and
3.  Determine the cost/benefit of the IEVS Wage Match program. The report also provides county, state, and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

## DUE DATE AND CONTACT

To complete the electronic DPA 482 report, counties shall download a copy of the DPA 482 form from the CDSS Data Systems and Survey Design Section (DSSDS) website found at: http://www.cdss.ca.gov/inforesources/Research-and-Data/DSSDS.

The electronic form contains links to the DPA 482 report instructions.  All counties are required to submit the report via email to DSSDS at admdpa482@dss.ca.gov by the 30th calendar day of the month following the report quarter.  The DPA 482 report form and instructions are attached in PDF as reference material.

If you have questions regarding completion of the DPA 482 form, please contact DSSDS at (916) 651-8269 or admdpa482@dss.ca.gov.

## GENERAL INSTRUCTIONS

Enter in the boxes at the top of the form the county name and the report quarter and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone number, extension number (if applicable), and email address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report.  Enter the date the report was completed.

**DEFINITIONS**

Administrative Error:  An overpayment of CalWORKs benefits or an overissuance of CalFresh caused by an action or inaction of the CWDs.

Client Caused Error:  An overpayment of CalWORKs benefits or an overissuance of CalFresh due to information not reported by the recipient.

Income and Eligibility Verification System (IEVS):  An umbrella term used for the automated matching systems that assist in the eligibility determination of all applicants and recipients of the CalWORKs, CalFresh, and Medi-Cal programs.

Integrated Earnings Clearance/Fraud Detection System (IFD) (Wage Match):  An automated statewide quarterly match that compares CalWORKs, CalFresh, and Medi-Cal recipient records submitted by the CWDs or from the Medi-Cal Master Extract File (MMEF) against wage records maintained by the Employment Development Department (EDD).

Match: 1) The result produced when a record is submitted to IEVS.  2) The process that compares recipient records and/or case records with various sources that provide earned and unearned income information.  3) A term sometimes used interchangeably with "abstract."

Record:  A set of information comprised of a recipient's name, social security number, and other identifiers.

Report Quarter:  The period during which the county processes the wage match.  The report quarters are January – March, April – June, July – September, and October – December.  The DPA 482's report quarter is not to be confused with the wage quarter printed on the wage matches.

Wage Quarter:  The quarter during which the recipient received the wages as reported by the employer(s) to EDD.

**COLUMN INSTRUCTIONS**

**Column (A) CalWORKs**:  Enter in the "Number of Cases" column the number of CalWORKs-only cases with errors during the report quarter.  Enter in the "Dollar Amounts" column the dollar amount of CalWORKs overpayments during the report quarter.

**Column (B) CalFresh**:  Enter in the "Number of Cases" column the number of CalWORKs/Public Assistance CalFresh/Nonassistance CalFresh (PACF/NACF) with errors during the report quarter.  Enter in the "Dollar Amounts" column the dollar amount of CalFresh overissuances during the report quarter.

**Column (C) TOTAL**:  The "Number of Cases" columns will be auto populated from the number of cases reported from Column(A) CalWORKs plus Column (B) CalFresh during the report quarter.  The "Dollar Amounts" column will be auto populated from the dollar amounts reported in Column (A) CalWORKs plus Column (B) CalFresh.

**NOTE:** If a case has both a CalWORKs overpayment and a CalFresh overissuance, count it as one case under each program.

**ITEM INSTRUCTIONS**

DISCREPANT CASES

This section is designed to capture the number of cases with discrepancies established only during the report quarter.  Although a case may have multiple matches with discrepancies (backlog from prior wage quarters processed during current report quarter) it is counted as one case error.

1.  <u>Cases with overpayments/overissuances established during the report quarter</u>:  Enter the number of cases and dollar amounts of overpayments/overissuances established during the report quarter (IEVS only). *[Cells 1-6]*
    Example: A county establishes an overpayment/overissuance during the report quarter that encompasses multiple wage quarters including the immediate wage quarter.  This overpayment/overissuance would be included in Item 1.  If the county receives a subsequent match for a wage quarter that was included in determining the overpayment computation for the report quarter, it would not be counted again in the subsequent report quarter.

    a.  <u>Client caused errors</u>:  Enter the number of client caused errors cases and dollar amounts established during the report quarter. *[Cells 7-12]*

    b.  <u>Administrative caused errors</u>:  Enter the number of administrative caused errors cases and dollar amounts established during the report quarter. *[Cells 13-18]*

2.  <u>Cases discontinued during the report quarter</u> **(Entire case discontinued)**:  If all members in the CalWORKs case were discontinued, enter the case under Column (A) CalWORKs.  If all members in the CalFresh Household were discontinued, enter the case under Column (B) CalFresh.  In those situations, where all members in the case were discontinued from both CalWORKs and CalFresh, enter the case under each program. *[Cells 19, 20, 21]*

3.  <u>Cases with SIU/DA referrals during the report quarter</u>:  Enter the number of cases referred to the Special Investigative Unit (SIU) or to the District Attorney (DA) under each appropriate program for investigation.  If a member in a CalWORKs case was referred to the SIU/DA, enter the case under Column (A) CalWORKs.  If a member in a CalFresh case was referred to the SIU/DA, enter the case under Column (B) CalFresh.  If a member of both a CalWORKs and a CalFresh case was referred to the SIU/DA, enter the case under each program.  If the county refers an IEVS case to *both* the SIU and the DA, the referral should only be entered once, under the appropriate program(s).  These may be overpayments/overissuances established in Item 1.  If Administrative Disqualification Hearings (ADHs) are routinely routed through the SIU, enter the number of ADHs in this item.

**COMMENTS**

Use the Comments section to:

*   Explain any major fluctuations in data.
*   Explain any adjustment entries.
*   Provide information as directed in the report instructions.
*   Provide any other comments the county determines necessary

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
DATA SYSTEMS AND SURVEY DESIGN BUREAU

# Income and Eligibility Verification System (IEVS) Management Report

**Integrated Earnings Clearance/Fraud Detection System (IFD)**

SEND ONE COPY OF THIS REPORT TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
**FAX: (916) 657-2074**

| COUNTY NAME | REPORT QUARTER | | YEAR | | | |
|---|---|---|---|---|---|---|

| **DISCREPANT CASES** | **CalWORKs (A)** | | **CalFresh (B)** | | **TOTAL (C)** | |
|---|---|---|---|---|---|---|
| | Number of Cases | Dollar Amounts | Number of Cases | Dollar Amounts | Number of Cases | Dollar Amounts |
| 1. Cases with overpayments/overissuances established during the report quarter.................... | 1 | 2 $ | 3 | 4 $ | 5 | 6 $ |
| a. Client caused errors................................ | 7 | 8 $ | 9 | 10 $ | 11 | 12 $ |
| b. Administrative caused errors....................... | 13 | 14 $ | 15 | 16 $ | 17 | 18 $ |
| 2. Cases discontinued during the report quarter **(Entire case discontinued)**............................... | 19 | | 20 | | 21 | |
| 3. Cases with SIU/DA referrals during the report quarter.. | 22 | | 23 | | 24 | |

| COMMENTS |
|---|

| CONTACT PERSON (Print) | TELEPHONE | EXTENSION |
|---|---|---|

| TITLE/CLASSIFICATION | EMAIL | DATE COMPLETED |
|---|---|---|