



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #11-107-OPE

*(This Policy Bulletin replaces several CD memos, which are listed on page 2)*

### PROCESSING CASES THAT APPEAR ON THE PUBLIC ASSISTANCE AND MIXED HOUSEHOLD UNDUPLICATING MATCH REPORT

<b>Date:</b> November 22, 2011	<b>Subtopic(s):</b> Computer Matches
<p> This procedure can now be accessed on the FIAweb.</p> <p>Individuals with three asterisks (***) next to their name appear on two different cases.</p>	<p>The purpose of this policy bulletin is to advise staff of the correct actions to take when they receive the Public Assistance and Mixed Household Unduplicating Match Report (Unduplicating Match Report).</p> <p>The Unduplicating Match Report is run monthly by Management Information Systems (MIS) and lists participants that are active on at least two cases. The report is sent to the Income Clearance Program (ICP) which sorts the report and sends the pages with a cover memo to the appropriate Job Center Director. ICP will send the report to the Job Center covering the highest case number, i.e., if the case number for center 13 is <u>345612</u> and the case number for Center 18 is <u>123456</u>, the report is sent to Center 13.</p> <p>The report consists of three pages (see <b>Attachment A</b>). The first page lists the name of the person that appears on two or more cases. It shows the case numbers, center numbers and line numbers for each case. The second page shows the total duplicated matches for the specified center. The third page shows a more detailed breakdown of the duplicated individual including the case numbers, center numbers, and household composition for each case.</p> <p>The Job Center will assign the report to a designated staff person or to the responsible unit. Upon receipt of the report, the designated staff member must review the third page of the report, as it provides the most information and:</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Reminder: Line removals require a budget. Refer to the Authorization of Grants manual for additional instructions.

- Review the HRA Oneviewer to determine if there is any information to indicate which household the person belongs to
- Make a determination as to which line to close out,
  - If the line should be closed from the case in the receiving center (the center that received the match report) take the necessary action to close the line using line removal code **M98** (Duplicate Assistance – Non AFIS in NYS).
  - If the line should be closed from the ‘other’ center (center listed on the match report) contact the Center Director of the ‘other’ center so that someone in that Center can close the line on the specified case. The line should be closed with code **M98**.
- Determine if a PA recoupment is necessary, and if so, initiate the recoupment per current procedure (if the ‘other’ center is closing the line, then they must initiate a recoupment if necessary)
- Annotate the third page of the report indicating the actions taken and whether or not a recoupment was initiated and the amount of the recoupment and return it (page 3) to ICP.

This policy bulletin replaces the following CD Memos:

- CD #1994-63
- CD #1994-09
- CD #1993-104
- CD #1993-64
- CD #1993-44
- CD #1993-08
- CD #1992-70
- CD #1992-88
- CD #1991-86
- CD #1991-02
- CD #1990-80
- CD #1987-06

**Attachments:**

**Attachment A** Sample Unduplicated Match Report

*Effective Immediately*

ICP INDEX NUMBER 14C UIM161R1.

PA/PA AND MIXED HOUSEHOLD UNDUPLICATING MATCH LOG.

IE DATE: \_\_\_/\_\_\_/\_\_\_

CTR NO	RUN DATE
13	09/11/10

ICP LIASON IN IM CENTER (SIG) \_\_\_\_\_ PHONE \_\_\_\_\_ DATE REPORT COMPLETED \_\_\_\_\_

IMC	CASE NUMBER	CASE NAME	CSLD	FS	PA	NO BUDGET ACTION			CLOSING ACTION			REBUDGET ACTIONS		ALL RECOUP ACTION S	FOOD STAMP ACTIONS					
						WRONG SS.	NOT SAME PERSON	OTHER	PR CLOSING		NO SHOW	DUPLICATE CASE CLOSED	CLOSING AMOUNT		\$M BUDGET REDUCTION	\$M BUDGET REDUCTION AMOUNT	TOTAL RECOUP AMOUNT	CLOSING MONTHLY AMOUNT	REDUCT MONTHLY AMOUNT	RECOUP TOTAL AMOUNT
									MO.	YR.										
13		HIRADO JOANNA FO R HIRADO S	033																	
18		HIRALDO JOSIE	100																	
SAMPLE																				

CTR	CASE NUMBER	SUF	LINE NUM	CASE NUM.	LOAD	RECIPIENT LAST NAME	RECIPIENT FIRST NAME	RECIPIENT ADDRESS	ZIP CODE	SOC SEC NUMBER	DOB	REPORT NUM.	WMS IND.
13		1	C0	033		HIRADO	SAMANTHA		10011		08/22/	01	
18		1	C0	100		HIRALDO	SAMANTHA		10475		08/22/	01	

\*\*\*\*\* TOTAL MATCH CASES IN CENTER 13 EQUALS 1. \*\*\*\*\*  
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SAMPLE

PUBLIC ASSISTANCE AND MIXED HOUSEHOLD UNDUPLICATING MATCH.

INDIVIDUAL(S) WHO APPEAR ON TWO DIFFERENT CASES ARE IDENTIFIED BY THREE ASTERISKS (\*\*\*). THE IM CENTER IS TO REVIEW DUPLICATE PAYMENTS/BENEFITS AND TAKE ACTION TO STOP THE DUPLICATION. OVER-PAYMENTS FOR PUBLIC ASSISTANCE ARE TO BE RECOVERED. THIS PRINTOUT IS TO BE RETURNED TO ICP

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CASE ONE: IMC #13 CASE LOAD: 033 CASE NUMBER: 3454388 ADDRESS: 419 W 17TH ST 11C WMS-IND W 01

CASE ONE COMPOSITION:

WMS IND	MATCH STATUS	LAST NAME	FIRST NAME	SSN	DOB	INDIVIDUAL CASE STATUS	SEX	LINE NUM	PAY GRP	PAY IND	STOP CODE	REPEZ COU
	***	HIRADO	JOANNA		09/27/	F.S. ONLY	F	01	1	-	FS	0
		HIRADO	SAMANTHA		08/22/	ACTIVE PA & FS	F	02	1	P		0

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CASE TWO: IMC #18 CASE LOAD: 100 CASE NUMBER: 3081887 ADDRESS: 345C BOLLER AVENUE 3 WMS-IND W 01

CASE TWO COMPOSITION:

WMS IND	MATCH STATUS	LAST NAME	FIRST NAME	SSN	DOB	INDIVIDUAL CASE STATUS	SEX	LINE NUM	PAY GRP	PAY IND	STOP CODE	REPEZ COU
		HIRALDO	JOSIE	123-45-6789		ACTIVE PA & FS	F	01	1	P	SI	0
		HIRALDO	MACIEL			ACTIVE PA & FS	F	02	1	-	SI	0
		RIVERA	ANASTASIA			ACTIVE PA & FS	F	03	1	-	SI	0
	***	HIRALDO	SAMANTHA			ACTIVE PA & FS	F	04	1	-	SI	0

TOTAL CASES IN IMC # 13 EQUALS 01.