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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 93 LCM-123

Date: September 16, 1993

Division: Economic Security

TO: Local District Commissioners

SUBJECT: QRS Review - Findings and Recommendations

ATTACHMENTS: None

Effective January 1, 1993, monthly reporting and retrospective budgeting (MRRB) was replaced with the quarterly reporting system (QRS). 93 ADM-9 details the procedures the district must follow for QRS. If QRS is applied correctly, it will save valuable worker time and not adversely affect the error rate.

A statewide review of randomly selected QRS cases was recently conducted. The results of this review indicate that QRS has not been implemented correctly in many cases and will cause a negative impact on the error rate.

Findings from the random review are as follows:

1) Determining Monthly Income:

Workers are using more than the most recent 4 weeks wage stubs, as well as including "insignificant" increases/decreases in weekly wages, to arrive at an average weekly income amount.

2) No Report Received:

Discontinuance notices are not being sent or not being sent timely when a report is not received; Form DSS-4316A (Follow-up to the Quarterly Contact Report) is not being sent with the discontinuance notice when the report has not been received by the local district. Notices were dated after the effective date of the change/discontinuance.

3) Incomplete reports:

Quarterly reports are being accepted as complete without adequate income verification, unsigned or signed/dated prior to the last day of the report month and without all boxes being checked. In addition, action is not being taken on reported non-financial changes. In instances where reports were incomplete workers did not routinely send discontinuance notices or advise the client what information was needed.

4) Complete reports:

Action is not being taken on returned reports and returned reports are not being entered on WMS. Entry of returns on WMS is not required, however it is recommended as a monitoring tool to ensure correct processing.

5) Few districts have designed procedures for supervisors to monitor the timely processing of non returned reports, incomplete or complete reports.

It is imperative that the processing procedures for quarterly reports outlined in 93 ADM-9 be adhered to. Failure to process quarterly reports timely and accurately will result in an increased error rate.

If you have any questions please contact Sandy Borrelli at 1-800-342-4100, ext. 6-3591, or your Field Representative.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security