



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

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**Operations Memo 2014-21A
October 10, 2014**

To: Department of Transitional Assistance Staff

From: *AO* Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC, EAEDC and SNAP – New York State Match

Overview

The Department's Program Integrity unit currently matches with the Public Assistance Reporting Information System (PARIS) on a quarterly basis to identify any clients in Massachusetts that are or were receiving assistance at the same time in another state. The PARIS match is not verified upon receipt and requires that any states identified as possibly providing a client duplicate assistance be contacted and the information be verified for accuracy.

In an ongoing effort to enhance program integrity, the Department began directly matching with the New York State Office of Temporary and Disability Assistance (OTDA) on a monthly basis.

The New York State Match is considered verified upon receipt, enabling the Department to act immediately on the data. This match is intended to prevent instances of duplicate assistance.

With BEACON Build 46.1, effective February 10, 2014, a new Match group was created in the Match History tab for the New York State Match. This information became accessible via the Program Integrity (PI) checklist with the June 16, 2014 Build 46.3.

Purpose of Memo

This Operations Memo is a reissuance of Operations Memo 2014-21 to advise staff of changes to the NY State Match process as a result of implementation of the PI checklist functionality in BEACON and:

- describes the New York State Match interface capabilities available to the Department;
 - explains how match data is accessible to Department staff;
 - explains the automated match interfacing process for active cases; and
 - provides instructions for processing the New York State Match for pending cases.
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Obsolete Memo

Operations Memo 2014-21: *TAFDC, EAEDC and SNAP – New York State Match* is now obsolete.

New York State Match Initiation

On February 28, 2014, DTA initiated the New York State Match process by sending a file to New York State containing BEACON data for clients with a status of 'pending', 'active' or 'ineligible' in all active or pending TAFDC, EAEDC and SNAP cases.

New York State returned a file with data for clients matched who were receiving benefits in the State of New York. Upon the receipt of the file, the automated and manual processes described in this memo took effect.

BEACON Changes

Effective with BEACON Build 46.1:

- an External Agency Match view, New York State Match was created with the following fields:
 - Client (Name);
 - SSN (or temporary identification number);
 - New York Match Type;
 - EBT Last Transaction (date and location used);
 - Match (set by BEACON based on the values of SSN, Name, and Birth Date returned from New York);
 - Grantee;
 - Verified (a Yes or No radio button to indicate if the match information has been indicated as verified by the Fraud Investigation and Data Match (FIDM) staff or case manager); and
 - TAO.
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**BEACON
Changes
(continued)**

- a New York State Match Detail page was created. The page displays client information as well as EBT information and program start and stop information; and
- both TAO staff and the Fraud Investigation and Data Match (FIDM) unit have the ability to access the New York State Match view and the New York State Match Detail page. However, updates to the Match Detail page are limited to FIDM.

Effective with BEACON Build 46.3:

- when New York State Match data is matched to a household member in an active, pending or ineligible status that is or was potentially receiving assistance at the same time in the state of New York, the data appears as pending on the PI Checklist and is accessed through the **Detail** icon on the PI Checklist and through the Match History tab; and
- a hard edit was added to the Interview Wrapup page to prevent certain case actions from being authorized when match data displayed on the PI Checklist has not been dispositioned for any household member in an active, pending or ineligible status.

**New York State
Match:
Automated
Process**

Effective in March 2014, DTA began matching with the state of New York. All pending and active TAFDC, EAEDC and SNAP households with pending, active and ineligible household members are matched on a monthly basis.

A match file is returned for any household members who are also receiving TANF (TAFDC equivalent), General Assistance (EAEDC equivalent) and SNAP benefits in the State of New York.

*Active Clients
Matched*

If there is an exact match indicating the grantee is receiving benefits in New York State, BEACON automatically closes the entire case with the closing reason: "Receiving assistance from another State or County". An EBC closing notice is generated and the Narrative tab is annotated with a message displaying the name of the grantee and that (s)he is receiving benefits in the State of New York, effective the match date. The match is dispositioned.

If there is an exact match with a non-grantee adult household member(s) who is receiving benefits in New York State, BEACON automatically closes the individual member(s) with the closing reason: "Receiving assistance from another State or County." An EBC closing notice is generated and the Narrative tab is annotated with a message displaying the name of the non-grantee adult and that (s)he is receiving benefits in the State of New York, effective the match date. The match is dispositioned.

**New York State
Match: Manual
Process**

In instances where there is not an exact match, or if the match is for a dependent child, the case displays on the New York State Match view for processing by the FIDM unit.

*Minor Clients
and Discrepant
Information*

FIDM staff is responsible for investigating any matches that appear to have discrepancies or information pertaining to minors. They must disposition these matches in the appropriate page of the Match History tab, only after obtaining required verification.

Pending Adults

If there is an exact match with a head of household whose application is in a pending status who is receiving benefits in New York State, the case manager must deny the case by selecting the denial reason: "Receiving assistance from another State or County." The case manager must annotate the Narrative tab accordingly regarding the reason for the case denial. The action will generate a denial notice.

If there is an exact match with a non-grantee adult household member(s) who is receiving benefits in New York State, the case manager must deny those household member(s). Under Program Rules, the denial reason: "Receiving assistance from another State or County" must be selected. The application for the remaining household members must be approved or denied based on current program eligibility criteria.

A Notice of Approval, Denial or Termination for Emergency Assistance Or Other Financial Services (NFL-9) must be issued manually to deny the individual member(s) according to current procedures. The case manager must annotate the Narrative tab accordingly regarding the member(s) denial.

In instances where there is not an exact match, or if the match is for a dependent child, the case will appear on the new "New York State Match" view for processing by the FIDM unit.

While the FIDM Unit is responsible for these matches, a hard edit now prevents certain case actions from being authorized when match data is displayed on the PI Checklist that has not been dispositioned for any household member in an active, pending or ineligible status.

When alerted to the fact that such a match exists, the case manager must make a referral to the FIDM unit for further investigation. For detailed information about how to contact the FIDM unit, see Operations Memo 2014-36 pages 27 and 28.

Annual Reporting, TBA, and Bay State CAP Cases

For SNAP households with Annual Reporting (AR) or Transitional Benefits Alternative (TBA) certification types, matches that are considered verified upon receipt can be acted upon at any time in the certification period.

For adult household members, the New York State match **is** considered verified upon receipt.

New York State Matches for dependent children, which require FIDM investigation, are **not** considered verified upon receipt and will remain open when the matched person is part of a household on AR or TBA certification. No automated match verification notices will be generated unless the IR or Recertification form has been generated and there are at least ten days until the closing date for the IR or the recertification period end date.

Staff are also prevented from generating a match verification notice from the Match Detail pages outside of those same parameters.

No action is required for Bay State CAP cases.

Policy References

TCAP - 106 CMR 701.110, 701.410, 702.110, 702.125, 702.130, 702.140, 702.300, 702.310, 702.320, 705.100.

SNAP - 106 CMR 361.050, 361.100, 361.500, 361.610, 361.700, 362.100, 366.910.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
