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Field Operations Memo 2006-7
January 17, 2006

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC, EAEDC, EA and Food Stamp Program RSDI Claim Number Edits in BEACON and BEACON-Generated Clean Up

Overview

Modifications have been made to BEACON to reduce errors in processing Retirement, Survivors and Disability Insurance (RSDI) income changes. Inconsistency in the format of claim numbers across SSA, SDX and BENDEX has resulted in income duplication in BEACON, which leads to TAFDC, EAEDC, EA and Food Stamp benefit miscalculations.

RSDI benefits are based on the employment records of:

- an individual and/or the spouse or a former spouse; or
- one or both parents of a child under 18 years of age; or
- one or both parents of a child who was disabled before age 22.

AU Managers enter new RSDI claim numbers in BEACON based on written documents from SSA. In many instances, the claim numbers on SSA's documents do not match the claim numbers on SSA's BENDEX or SDX systems. The claim numbers that appear in written SSA documents typically include two or three additional characters. Since these AU Manager-entered claim numbers do not match BENDEX or SDX claim numbers, records are duplicated and RSDI income is doubled in BEACON.

This memo provides information about a series of hard edits that will prevent AU Managers from entering the additional characters in claim numbers shown on SSA's documents and reduce the instances of doubled RSDI income amounts.

**BEACON Claim
Number Edits**

Effective with BEACON Increment 2.1.18, hard edits have been made to the Claim Number field on the Other Income Status window. Also, RSDI claim numbers have been restricted to 11 characters. AU Managers will not be able to leave the Other Income Status window until a valid claim number is entered or “Cancel” is selected.

The following scenarios illustrate how the hard edits have been implemented. In each example, an AU Manager enters a new RSDI claim number from an SSA document or makes a change to an existing record in BEACON on the Other Income Status Window.

Example 1:

The claim number entered by the AU Manager is 123456789A1. Once ‘Add’, ‘Update’, ‘Next’ or ‘Finish’ is selected, the edit displayed will read:

Please enter a valid claim number. If position 10 is ‘A’, position 11 must be blank.

The AU Manager must re-enter the claim number without the ‘1’ after the ‘A’.

Example 2:

The claim number entered by the AU Manager for Mary Jones is 123456789B4. The ‘B4’ code indicates a male aged 62 or over. If the AU Manager selects ‘Add’, ‘Update’, ‘Next’ or ‘Finish’ the edit displayed will read:

Please enter a valid claim number. If position 10 is ‘B’, and if Assessed Person is a Female, then position 11 must be one of the following characters: blank, 2, 3, 5, 6, 7, 8, 9, A, D, K, L, N, P, Q; if Assessed Person is a Male, then position 11 must be one of the following characters: 1, 4, G, H, J, R, T, W, Y.

The AU Manager has probably mistyped the claim number since ‘B4’ indicates a male client. The AU Manager must verify the claim number by looking at the SSA document or completing an SVES overnight inquiry. The AU Manager must re-enter the valid number.

Example 3:

The claim number entered for a child who receives RSDI is 123456789C01. If the AU Manager selects ‘Add’, ‘Update’, ‘Next’ or ‘Finish’, the edit displayed will read:

**BEACON Claim
Number Edits
(continued)**

Please enter a valid claim number. If position 10 is 'C', position 11 must be one of the following characters: 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F, G, H, I, J, K.

The AU Manager must verify the claim number by looking at the SSA document or completing an SVES overnight inquiry, and re-entering the valid number.

Example 4:

The claim number entered is A123456789. If the AU Manager selects 'Add', 'Update', 'Next' or 'Finish', the edit displayed will read:

Please enter a valid claim number. A valid claim number should have 10 or 11 characters only. Positions 1 through 9 must be numeric. Position 10 must be one of the following characters: A, B, C, D, E, F, W.

The AU Manager must verify the claim number by looking at the SSA document or completing an SVES overnight inquiry, and re-entering the valid number.

Example 5:

The claim number entered for a child is 123456789C27. If the AU Manager selects 'Add', 'Update', 'Next' or 'Finish', the edit displayed will read:

Please enter a valid claim number. A valid claim number should have 10 or 11 characters only. Positions 1 through 9 must be numeric. Position 10 must be one of the following characters: A, B, C, D, E, F, W.

The AU Manager must re-enter the claim number, omitting the last character, '7'.

The look-up table in Attachment A displays the claim number codes that have been hard edited. In February the table will be available in Policy Online, under Related Systems Information, BA Options, BENDEX.

Additional Edit

In addition to the hard edits to claim numbers in BEACON, a soft edit was implemented on the Other Income Status Window for situations in which an RSDI income record is about to be deleted. When an AU Manager attempts to delete an RSDI income claim record by clicking on the Exists “No” radio button, changing the status to closed or denied, entering a start date and selecting “Update”, the following edit displays:

*Are you sure you want to stop RSDI income for claim number
123456789W?*

This soft edit was added in an effort to reduce quality control errors. AU Managers must always verify that RSDI income is no longer being received. Before RSDI is deleted on BEACON, the AU Manager must check BENDEX.

- BENDEX is updated twice monthly with recent RSDI benefit changes for ongoing recipients.
- BENDEX records for new or reopened recipients generally appear one month after the benefit effective date.

If there is still inconsistent payment information, the AU Manager should do an overnight SVES inquiry.

Note: As a general rule, RSDI income does not terminate for adults over age 18 unless there is a change in marital status.

Clean Up of Claim Numbers

As part of the RSDI/SSI 2006 Cost-of-Living Adjustments (COLA), records with duplicate claim numbers in BEACON were identified, converted to 11 characters, and merged. A change to the daily SDX process was completed to eliminate system-generated duplicate records created by the non-standard RSDI benefit claim records.

2006 RSDI/SSI COLA

As a result of the RSDI/SSI 2006 COLA, AU Managers must review and correct discrepant RSDI/SSI amounts in BEACON. Please see FO Memo 2006 – 02 for more information about discrepancies. AU Managers may encounter the RSDI claim number edit described in this memo when resolving discrepant COLA AUs. This clean-up will result in a reduction of discrepant AUs.

Questions

If you have questions about the claim number edits or BEACON clean-up, your Hotline designee may call the Policy Hotline at 617-348-8478.

BEACON Claim Number Code Hard Edits

If RSDI claim number letter (Position 10) is:	...And recipient's gender is:	Then Position 11 must be:
A	Female	blank
A	Male	blank
B	Female	'blank','2','3','5','6','7','8','9','A','D','K','L','N','P','Q'
B	Male	'1','4','G','H','J','R','T','W','Y'
C	Female	'1','2','3','4','5','6','7','8','9','A','B','C','D','E','F','G','H','I','J','K'
C	Male	'1','2','3','4','5','6','7','8','9','A','B','C','D','E','F','G','H','I','J','K'
D	Female	'blank','2','4','6','7','8','9','A','D','G','L','N','V','W','Y'
D	Male	'1','3','5','C','H','J','K','M','P','Q','R','S','T','X','Z'
E	Female	'blank','1','2','3','7','8','A','B','C','D'
E	Male	'4','5','6','9','F','G','H','J','K','M'
F	Female	'2','4','6','8'
F	Male	'1','3','5','7'
W	Female	'blank','2','4','6','7','8','9','C','F','J'
W	Male	'1','3','5','B','G','R','T'