

FYI

Federal Employer Identification Number (FEIN)

When taking action to resolve Earned Income Matches, AU Managers must ensure that the Federal Employer Identification Number (FEIN) is entered on the Employer Details window as accessed from the Employer tab on the Employment Status window in BEACON. The FEIN is needed to identify and verify the Assessed Persons' employer.

Prevention of Earned Income Match discrepancies is enhanced by ensuring that:

- the correct FEIN and all other data documented in the DOR Income Match window are entered in the appropriate Employment Status window fields, and
- the Employment Status window is updated when an earned income source is terminated.

For more detailed information regarding the Earned Income Match refer to *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter II-A: TAO Office Explorer Views.

"The whole point of composing, you see, is not to find one chord or one note you love. It is only when they progress to another chord or note that you have meaning."

Leonard Bernstein

FYI

Third Party Recoveries

When a TAFDC or EAEDC applicant is applying due to an accident, incident or injury, or a recipient has an accident, incident or injury, the person must assign to the Department and Division of Medical Assistance (DMA) the right to recover an amount equal to the benefits provided as a result of the accident, incident or injury.

This assignment is required as a condition of initial and continuing eligibility at application, reevaluation or any time the information becomes known to the Department. The assignment document, which is the Assignment of Third Party Recovery (A-16), is a stand-alone form outside of BEACON. The person must sign this form, agreeing to assign to the Department and DMA an amount of money equal to the amount of assistance provided by the Department and DMA. The original signed form goes to DMA, a copy of the signed form goes to the applicant/recipient and a copy of the signed form is filed in the AU record.

The AU Manager must obtain appropriate third party information. The information regarding the accident, incident or injury, which was formerly collected on the Assignment Information Sheet (A-17), is now entered on the Accident and Incident window.

See *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XIII-I and the Third Party Liability Reference Guide found on Policy Online/Online Guides for detailed instructions.

Random Moment Sampling

All Field Operations Memo 2003-13

Federal regulations require the Department to determine administrative expenses for federal and state programs. This is achieved through the Random Moment Sampling process. The process involves the RMS Coordinator at Central Office calling AU Managers and asking questions about the activity they were engaged in prior to receiving the call. The responses are recorded on observation forms. Through the cooperative efforts of the AU Managers and the RMS Coordinators, observation forms are completed both accurately and in a timely manner.