




Massachusetts Department of Public Welfare
600 Washington Street, Boston, MA 02111

FIELD OPERATIONS MEMO 95-12
MARCH 1, 1995

TO: LOCAL OFFICE STAFF

FROM:  JOYCE SAMPSON, ASSISTANT COMMISSIONER FOR FIELD AND ELIGIBILITY OPERATIONS

RE: 1995 RSDI/SSI COLA REPORTS FOR RRP, AFDC, EAEDC AND FOOD STAMPS

INTRODUCTION

The 1995 RSDI/SSI COLA for AFDC, EAEDC and Food Stamps was completed in January. Five reports were generated:

- 1995 RSDI/SSI COLA LISTING FOR CAT 0, 2, 4, 9 CASE/CLIENT UPDATES sorted alphabetical within CAN with page breaks by CAN.
- 1995 RSDI COLA LISTING FOR CAT 0, 2, 4, 9 CALCULATED CASE/CLIENT UPDATES sorted alphabetical within CAN with page breaks by CAN. (This report will be sent to local offices late in March.)
- 1995 MCB/SSI UPDATE REPORT FOR CAT 0, 2, 4, 9 sorted by office and CAN.
- 1995 SSI NOT KNOWN FOR CAT 0, 2, 4, 9 sorted by office and CAN.
- CASES WITH MORE THAN SIX AMOUNTS OF RSDI/SSI FOR CAT 0, 2, 4, 9 sorted by office and CAN.

Local offices will receive two copies of each report.

Note: Not all offices will receive the last three reports because of the small numbers of cases/clients involved.

This memo will: define the report fields, the purpose of the report and the actions to be taken.

Note: The field definitions are identical for each report and will be defined once.

Field	Definition
Case Name	Head of household
Cat	Category of assistance
Case SSN	9-digit social security number of casehead
Dep Num	2-digit number of client updated from BENDEX and/or SDX
Old RSDI	Old amount of RSDI on PACES
New RSDI	New amount of RSDI on PACES
Old SSI	Old amount of SSI on PACES
New SSI	New amount of SSI on PACES
Supp Income (MCB Update Report)	New amount of SSI on PACES

CASE/CLIENT UPDATES, CAT. 0, 2, 4, 9	<p>Purpose: List all cases/clients updated on PACES, including calculated RSDI amounts and updates from the MCB SDX file.</p> <p>Actions: This report is for reference only.</p>
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CALCULATED RSDI UPDATES, CAT. 0, 2, 4, 9	<p>Purpose: List all cases/clients updated with a calculated RSDI amount on PACES. Reasons for calculations include: no BENDEX record or use of the new RSDI amount before the COLA.</p> <p>Actions: This report is used primarily for reference if a client questions the amount of RSDI. Use the BENDEX inquiry screen to verify RSDI amounts. If the information is unavailable, use the procedures outlined in Field Operations Memo 95-6 for requesting additional verification.</p> <p>Check the manual list of cases using the new RSDI amounts (see Fax 95-3) with the report. Using the new RSDI amount before the COLA may have resulted in a calculation. Complete a PACES Worksheet, if necessary.</p>
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MCB/SSI UPDATES
CAT. 0, 2, 4, 9

Purpose: List all cases/clients updated on PACES using the MCB SDX file.

Reminder: Clients receiving SSI from MCB do not appear on the SDX inquiry screens.

Actions: This report is for reference only.

SSI NOT KNOWN
CAT. 0, 2, 4, 9

Purpose: List all cases/clients with a type 1 (SSI) amount on PACES for which there is no current SDX record.

Actions: Review all the cases on the report.

Perform a PACES inquiry of the DEPD and GRT1 screens to see what income type and to whom RSDI/SSI income is attributed.

Perform an FMCS inquiry (WA) for each case listed by looking at the BENDEX (H) and SDX (D and E) screens to verify the actual type and amount of RSDI/SSI for each client.

Compare the income types and to whom the income is attributed with the results of the PACES inquiry.

Complete a PACES Worksheet to attribute the income to the correct client and to remove incorrect income types and amounts.

**CASES WITH MORE
THAN SIX AMOUNTS
OF RSDI/SSI**

- Purpose:** List all cases where there are more than six BENDEX or SDX records. These cases must be manually updated by the worker.
- Actions:** Review all the cases on the report.
- Perform a PACES inquiry of the DEPD and GRT1 screens to see what income type and to whom RSDI/SSI income is attributed.
- Perform an FMCS inquiry (WA) for each case listed by looking at the BENDEX (H) and SDX (D and E) screens to verify the actual type and amount of RSDI/SSI for each client.
- Compare the income types and to whom the income is attributed with the results of the PACES inquiry.
- Complete a PACES Worksheet to attribute the income to the correct client and to remove incorrect income types and amounts.
- Reminder:** Block 1 of the PACES Worksheet has space for only six entries. RSDI amounts for dependents must be combined to make sure that the total RSDI/SSI case income is contained in block 1.
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QUESTIONS

Questions about the reports should be referred by the designee to the Systems Help Desk at 348-5290.
