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Informational Letter

Section 1

Transmittal:	18-INF-06
To:	Social Service District Commissioners
Issuing Division/Office:	Audit and Quality Improvement(A&QI)/Program Integrity Unit
Date:	March 2, 2018
Subject:	Supplemental Nutrition Assistance Program (SNAP) National Directory of New Hires (NDNH) Matches Added to Verified Employment Data (VED) Resource within Resource File Integration (RFI)
Suggested Distribution:	Temporary Assistance (TA) Directors Employment Coordinators Fair Hearings Staff Supplemental Nutrition Assistance Program (SNAP) Directors Fraud Directors Staff Development Coordinators TOP Coordinators
Contact Person(s):	Lisa Schweigert, A&QI/Program Integrity, 518-473-4718, Lisa.Schweigert@otda.ny.gov
Attachments:	Attachment 1 - Resource File Integration (RFI) National Directory of New Hires (NDNH) Verified Employment Data (VED) Resolution Code Chart
Attachment Available Online:	☒

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 ADM-13 08 INF-08 14 INF-05			Agricultural Act of 2014 (P.L. 113-79)		

Section 2

I.   Purpose

The purpose of this Informational Letter (INF) is to inform local social services districts (districts) outside of New York City that the National Directory of New Hires (NDNH) Verified Employment Data (VED) match extant within the Welfare Management System (WMS) Resource File Integration (RFI) subsystem is being modified to include associated Supplemental Nutrition Assistance Program (SNAP) hits.

II.   Background

As explained in 06-ADM-13, the NDNH computer match was established to process a file of Temporary Assistance for Needy Families (TANF-funded) adult recipients against the national database of W-4 New Hires information, in order to assist with proper case processing, fraud prevention/detection activities and increasing the work participation rate. NDNH match information is then verified with the employers by OTDA/Audit and Quality Improvement (AQI)/Program Integrity (PI) staff, and provided to the districts through a manual exchange of files. In 08-INF-08, the NDNH process was modified to transmit these TANF-funded NDNH matches electronically and directly to districts outside of New York City via the Verified Employment Data (VED) resource within the WMS RFI subsystem (NDNH VED).

The Agriculture Act of 2014 (2014 Farm Bill) mandated the incorporation of SNAP applications and upcoming recertification cases into NDNH computer match processes. Until now, these matched SNAP cases have been transmitted by OTDA/Program Integrity monthly to Local District NDNH Contacts (LDNCs) via encrypted spreadsheets. The LDNCs then provided this information to eligibility workers for necessary action, collected the resulting resolution codes, and returned said codes to OTDA/Program Integrity staff. Effective with the April 2018 SNAP NDNH match, available the week of April 9, 2018, this process will change and SNAP NDNH matches will be transmitted to districts outside of New York City via the WMS RFI subsystem.

III.   Program Implications

A. Identification of NDNH VED Match Type

The program/s associated with a specific NDNH VED hit is identified in the "SRCE" field within the RFI WCTVED "Verified Employment Data" match screen:

SRCE	Program
ND-TT or ND-TM	Temporary Assistance to Needy Families (TANF-funded) match
ND-ST or ND-SM	Supplemental Nutrition Assistance Program (SNAP) match
ND-BT or ND-BM	Combined TANF-funded and SNAP match

B. Case Action

Districts are reminded that all NDNH VED match information (whether TANF-funded or SNAP) is *verified upon receipt*, having been deemed not questionable, timely and coming from a primary source. As such, NDNH VED matches require no further verification at the district level before the income may be budgeted (if previously unknown) and action taken on the case. For SNAP NDNH VED hits the information may be reviewed immediately against the case and does **not** need to be pended until recertification. *Districts must ensure all NDNH VED hits are accessed and acted on within 45 days.*

Only cases **without** earned income calculated in the budget are included in the SNAP NDNH VED match. In contrast, districts must continue their current process of reviewing TANF-funded NDNH VED information to determine if the income had been previously reported and budgeted. Please also note that SNAP NDNH VED matches will be loaded monthly, while TANF-funded NDNH VED matches continue to be available weekly.

Weekly, in order to assist districts outside of New York City with timely access to and resolution of the NDNH VED hits within WMS RFI, OTDA/Program Integrity will email LDNCs an Alert Report listing VED hits for either TANF-funded cases, SNAP cases, or a combination of the two. This Alert Report will contain the Case Number, CIN, Office, Unit and Worker for each hit, and will allow LDNCs to notify the appropriate eligibility workers of available matches requiring action. Should an LDNC wish to check on the disposition status of a case, the following inquiries are available:

- **"Case Resolutions" in RFI (Menu Option 8):** Reviewing this screen will display the resolution and supplemental codes used to resolve a single hit within a case.

- **"Office/Unit/Worker Inquiry" in RFI (Menu Option 2):** This inquiry will allow the LDNC to view all unresolved VED hits for the Office, Unit or Worker, as well as how many days they have been outstanding.

- **"District Listing Inquiry" in RFI (Menu Option 3):** This inquiry will allow the LDNC to view all unresolved VED hits for their county, as well as how many days they have been outstanding.

C. Recording Resolutions Upstate

Districts must record resolutions in a manner consistent with all other RFI matches, such as the Wage Reporting System (WRS). Depending on the amount of wage detail, NDNH VED resource hits may display over two screens (with up to a total of 14 lines of wage detail). For records requiring an additional screen, case resolutions must be entered on the *second and final screen*. NDNH VED matches also require the entry of a Supplemental Code in order to fully resolve the hit. Please see Attachment I for a detailed list of acceptable NDNH VED Resolution and Supplemental Codes for WMS RFI.

D. Prevention of Duplicate State Directory of New Hires (SDNH) Information in RFI

As explained in Section II "Background", the NDNH database is a national database of W-4 New Hires information collected from the new hires database of each state's tax and finance agency. Therefore, NDNH VED hits may be identical to those appearing within the State Directory of New Hires (SDNH) RFI Match. Where duplicate NDNH and SDNH hits are present, OTDA will filter out or automatically resolve the SDNH hit. NDNH hits will always take precedence over those in SDNH, as NDNH VED employment and wage data is verified upon receipt and can be immediately applied to the budget, if not previously known.

E. Monitoring of Resolutions

All NDNH VED resolutions are captured and stored by OTDA/Program Integrity. This data includes the Office/Unit/Worker groups for each district. OTDA/Program Integrity staff will periodically review district performance down to the worker level in order to identify issues such as resolution timeliness and inconsistencies in code usage– especially as related to resolution code "02 – No Case Action". Audits will be conducted for districts who exhibit problematic patterns processing the NDNH VED information. Corrective action plans (CAPs) will be required for those Upstate districts who are audited and receive negative findings.

F. Resolution of NDNH SNAP Matches Made Prior to WMS RFI VED Inclusion:

Pending NDNH SNAP matches sent to districts outside of New York City prior to their incorporation within WMS RFI NDNH VED must still be completed and returned using the previous spreadsheet process.

G. New York City Implications

This process change relates to districts outside of New York City only. New York City Human Resources Administration will continue to receive SNAP NDNH hits monthly via encrypted spreadsheets transmitted from OTDA/Program Integrity.

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