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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-108

Date: August 20, 1993

Division: Management Support  
and Quality  
Improvement

Office of Field  
Operations

TO: Local District Commissioners

SUBJECT: Criminal Justice Services Match

ATTACHMENTS: Attachment I - Criminal Justice Match Sample Listing  
(Not Available On-Line)

As you know, we sent you a computer match that this Department, along with the New York State Division of Criminal Justice Services, generated to identify individuals on Public Assistance, Medical Assistance or Food Stamps who are or were incarcerated in a county or state facility. The match identified individuals by their name, date of birth, and social security number. It is possible to have up to four different matches for the same individual. You should focus your initial evaluation on "type 1 (Name, DOB and SSN)" hits which will automatically eliminate some duplication with "types 2 (Name & SSN), 3 (Name & DOB), and 4 (SSN Only)". This match is being prepared on a quarterly basis. The first match was released in April 1993, and covered the two year period ending December 1992. Future updates of this match will include only new matches, and not those already identified.

We have had some success with the first quarterly match, in that we have been able to identify individuals who were either in receipt of, or had benefits issued in their behalf for Public Assistance, Medical Assistance, and/or Food Stamps while incarcerated in a county or state facility. These individuals have been removed from our rolls, which has resulted in a considerable amount of cost savings to the local districts.

In many cases, local districts were required to contact the NYS Department of Correctional Services to obtain inmate histories. This proved to be more difficult and time consuming than we anticipated. The NYS DSS Office of Field Operations and the Case Integrity Unit of Quality Assurance and Audit have been instrumental in working with NYS Division of Criminal Justice Service and the Department of Correctional Services to end those difficulties and streamline the process for the future. As a result, the next match will include the necessary inmate histories for state facilities needed to make a correct determination, eliminating the need to contact the Department of Correctional Services, and saving you time. However, you will still need to contact your local facilities.

In addition, we have noticed an unevenness in the quality of completed investigations returned by the local districts. In order that the results of this match become uniform, we have provided the following information to assist you in your investigation.

1. If your client is or has been incarcerated, compare incarceration dates to any and all dates of assistance, and identify all program over expenditures.
2. If you identify an MA-SSI individual who is incarcerated, you must refer this case to the Social Security Administration for further action. Attach a copy of the referral and check for any MA or FS expenditures.
3. For "type 4" matches (SSN Only), you need to verify that you have the correct SSN for your client. This can be verified by a code "7" (SSA Input SSN) or "8" (SSN was validated by SSA) preceding the individual's SSN on the WMS Case Make-Up Screen. If the SSN is coded with any other number, you must verify the SSN with your local Social Security Administration.
4. Provide a detail of your findings in the investigative summary, and attach documentation to support your findings, (i.e., inmate histories, WMS, BICS, MMIS, SSA verification and referrals, etc).
5. Check the appropriate boxes for Local District Action Taken.
6. Provide a name and phone number of the individual completing the Criminal Justice Match.

We have attached a sample of a completed Criminal Justice Match to assist you.

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Your Regional Office of Field Operations representative will be in contact with you shortly to provide the second quarterly Criminal Justice Match. We ask that you complete your investigation and return the completed match within 45 days.

If you have questions or problems regarding the Criminal Justice Match, please contact your Regional Office of Field Operations representative, or Local District Liaison representative. New York City offices should contact Paul Scannevin from Quality Assurance and Audit at 1-800-342-3715, extension 432-8216. We appreciate your cooperation.

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Nelson M. Weinstock  
Deputy Commissioner  
Division of Management Support and  
Quality Improvement

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William E. Gould  
Acting Director  
Office of Field Operations