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

Transmittal No: 94 LCM-5

Date: January 18, 1994

Division: MS&QI/OFO

TO: Local District Commissioners

SUBJECT: RFI High Risk Report

ATTACHMENTS: I: High Risk Listing for Resources: Unearned Income  
II: High Risk Listing for Resources: Wages  
(Available On-line)

The purpose of this memorandum is to introduce the new Resource File Integration (RFI) High Risk Report. The report, which will be available the third week of every month on BICS, identifies RFI matches with significant resources that have been on the system for 45 days without resolution. This report is part of this Department's continuing effort to assist districts in better managing their caseloads. Analysis of QC error rates indicates that unreported earned income and resources continue to be a major source of errors in determining eligibility for Public Assistance and Medical Assistance. The "High Risk" report will assist districts to achieve compliance with federal regulations and State Social Services policy requiring follow up on resource matches within 45 days of receipt of the information.

As you are aware, RFI is a subsystem which matches new applications, at the time they are registered in WMS, and active cases against various resource files, including UIB, Wage Reporting and the IRS 1099 file. "High Risk" cases identified in these reports are defined as cases with unbudgeted resources under the following circumstances:

- o \$10,000 or more in unearned annual income;
- o \$3,000 or more in quarterly earned income for PA; \$5,000 for MA;
- o \$500 or more in annual accrued interest for PA; \$1,000 for MA;
- o Recurring pensions.

The reports are district specific and broken down by unit and worker. Unit Supervisors are encouraged to review these reports with their workers and take the appropriate action to resolve these matches. A prototype of the report is attached for your information. For additional information regarding the RFI subsystems, workers should refer to Section N of either the Systems Reference Manual (SRM) or the Workers Reference Manual (WRM).

The fiscal climate in the State is not expected to improve significantly in the near future, and we can expect that demands for accountability from the public and elected officials will increase. The Department is committed to working in close cooperation with districts to improve case management and ensure that these types of management reports are useful to them in their efforts to improve efficiency and productivity. Beginning in February 1994, Quality Assurance & Audit and Office of Field Operations staff will be following up with district personnel to assess the resolution of RFI cases identified in these reports, and to identify problems or shortcomings with the information. In the interim if you or your staff should have any questions in regard to program policy, please contact Sandy Borrelli (Economic Security) at (518) 486-3591 (ID# AV1820) or Ken Jerge (Health & Long Term Care) at (518) 473-5313 (ID# PMA037). Comments or questions with regard to the reports themselves should be addressed to Don Kennedy at (518) 432-2790 (ID# AQ0460).

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and Quality Improvement

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