

**FINAL Local District NDNH Coordinator (LDNC)
Processing Instructions
National Directory of New Hires (NDNH) Match**

SUMMARY: Local Districts will receive employment match information from OTDA's Audit & Quality Control (A&QC) Regional Offices in an Excel spreadsheet (as an attachment in an email). The Local District should save this Excel file locally, update the local file, and then return the file in a separate email back to the A&QC Regional Office. Following are detailed directions associated with this process.

I. Receiving Employment Verification Information from the A&QC Regional Offices

The A&QC Regional Offices will email the TALX Excel spreadsheets or Manual Employment Verification (MEV) Excel spreadsheets (with accompanying .pdfs that include detailed wage information) containing the verified NDNH match information to the Local District NDNH Coordinators (LDNC).

The LDNC will receive two separate but identical spreadsheets:

- A. Work Number Verified data** – Newly-verified data will be sent approximately the **third week of each month**.
- B. Manual Employment Verification (MEV) Data** – Newly-verified data will be sent **bi-weekly**. The MEV spreadsheet will be accompanied by a .pdf file containing detailed wage information.

When the LDNC receives the spreadsheet from the A&QC Regional Offices via email, the LDNC must:

- A. Create a file on their hard drive (one time only). To do this:
 - 1. Go to **My Documents, File, New, Folder**
 - 2. Rename the new blank folder: ***NDNH Match Program***
- B. Open the email message and then open the Excel spreadsheet and, if MEV, the .pdf attachment.
- C. Save the EXCEL spreadsheet/.pdf file in the **NDNH Match Program only** folder. To do this:
 - 1. Go to **File, Save As,**
 - 2. Locate the previously-created NDNH Match Program folder in the "File Name" box at the top.
 - 3. Save the spreadsheet/.pdf file in the NDNH Match Program folder. **The LDNC must not rename the spreadsheet or .pdf file. If it is renamed, it will not be able to be mailed back.**
- D. Once saved, close the EXCEL spreadsheet/.pdf file and the email message.
- E. Delete the email message.

- F. Open the NDNH Match Program folder.
- G. Open the saved NDNH Excel spreadsheet/.pdf file. The LDNC **MUST only** work from the EXCEL spreadsheets/.pdf files already saved in the **NDNH Match Program** folder. The following data fields appear on the Excel spreadsheets, whether Work Number or MEV-verified:

Resolution Code (blank - to be filled in by LDNC)
Supplemental Code (blank - to be filled in by LDNC)
Resolution Date (blank - to be filled in by LDNC)
District #
Name (Last Name, First Name, Middle Initial)
SSN
Case Name
Case Number
Employer Name
Employer Address
Employee Name
Most Recent Hire Date
Annual Total Comp (Gross Annual Wages)

The MEV .pdf files will contain detailed wage information, including:

Up to twelve weeks of:
Check Release Dates
Pay Periods
Gross Pay per Pay Period
Gross Hours Worked per Pay Period
Year to Date Gross Annual Pay
Year to Date Gross Hours Worked

Records within a spreadsheet can be sorted at the A&QC Regional Office level by their **Office_ID, Unit_ID, Worker_ID, SSN, Control ID (default), Last Name or Employer Name**. How the spreadsheets are arranged is a decision to be made between the LDNC and the A&QC Regional Office.

Local Districts must set up procedures for the LDNC to transfer the data to the eligibility workers responsible for the individuals on the file. When the LDNC receives each spreadsheet/.pdf file, the LDNC must follow the local process to transmit the data.

II. Reviewing the Data/Case Determinations

The eligibility worker then must review the verified employment and income information against the individual's case record to see if it was already reported and take any necessary case action or make a referral to the Fraud Unit as a result of the information.

In the case of the Work Number-verified data, the eligibility workers will need to obtain the detailed employment and income information from the TALX Corporation (www.theworknumber.com), either through the eXpress process (as explained in 06 INF-24) or the standard fax process, whichever option the Local District has chosen.

The MEV data sent to the LDNC by the A&QC Regional Offices will already contain the detailed wage information for the MEV-verified hits.

Once the eligibility worker receives the detailed data and decides upon the necessary case action, the eligibility worker must report the action to the LDNC.

III. Returning Results to the A&QC Regional Office

The LDNC then reports this action as a **Resolution Code**, a **Supplemental Code** (if also applicable) and **Resolution Date** on the NDNH Excel spreadsheet (either TALX or MEV).

A. Resolution Codes (Required)

The LDNC must select a Resolution Code for each hit, in order to meet federally-required NDNH reporting requirements. Only one Resolution Code may be entered per hit.

- 01** “Case Closed Prior to Match” (The case was closed **prior** to receiving the employment data)
- 02** “Case Closed as a Result of the Match” (The employment data led to the closing of the case)
- 03** “Re-Budgeted, but Case Remains Open” (The employment data led to a re-budgeting, but **did not** close the case)
- 04** “No Case Action” (The employment data had no impact on the case)
- 05** “Wrong Individual Matched”

NOTE: Do NOT use Code “00”. This code is necessary for system needs only. Use of Code “00” will result in your spreadsheet being returned to you by the A&QC Regional Office for correction.

B. Supplemental Codes (Required only if Applicable)

If any of the actions below are being taken, the LDNC must also select one of the three Supplemental Codes:

- A** “Referred to Investigation Unit for IPV”
- B** “Recoupment Being Assigned”
- C** “Recoupment Being Assigned and Referred to Investigation Unit for IPV”

C. Resolution Date (Required)

The LDNC must enter a resolution date for each hit. The resolution date is the date the worker reported to the LDNC what action will be taken, not the date the action was actually taken on the case.

When the LDNC is ready to report the Resolution Codes, Supplementary Codes and Resolution Dates, the LDNC must:

- A. Open the NDNH Match Program folder.
- B. Open the saved NDNH Excel spreadsheet. The LDNC **MUST only** work from the EXCEL spreadsheet already saved in the **NDNH Match Program** folder.
- C. Find the appropriate record on the spreadsheet.
- D. Select the **correct Resolution Codes***, and **Supplementary Codes** (if applicable) in the self-named drop-down fields on the Excel spreadsheet, and enter the **Resolution Date (mm/dd/yy)*** for that record.
- E. Email the completed EXCEL spreadsheet to the A&QC Regional Office by **attaching** it to an email.

* Each record must have at least a Resolution Code and Resolution Date.

PLEASE NOTE:

- Local Districts must return all Codes and Resolution Dates to the A&QC Regional Offices within **forty-five (45) days** of receipt of the spreadsheet.