

Vermont  
Programs  
Social Welfare

PROCEDURES

All

12/1/93  
A1

Bulletin No. 93-61

P-2118

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P-2118     DET Wage Match

This tape includes wages reported to the Department of Employment and Training for wages earned in Vermont. The tape reports the total income amount for a prior quarter which is then compared to JINC panels for that quarter. A tape will be run once a month. This tape does not pick up wages earned out of state.

Matches Reported to the Fraud and Claims Division (FCD)

Most matches are handled by the FCD. If the total on the JINC panels does not equal the amount on the tape, a discrepancy is created. FCD sends a letter and a DSW 218 (Income Verification) to the employer to resolve the discrepancy.

When the DSW 218 is returned, FCD checks ACCESS to see if the income is recorded there. If it is, no discrepancy exists. If it is not, they will send you a MAIL message with the income information asking if you were aware of this income.

Based on the information FCD gathers from the tape match, the DSW 218, the case record, and your response to the MAIL message, they will determine if an error is agency or client. If it is a client error, FCD will complete the overpayment forms, enter RECO information, and resolve the discrepancy in INFC/C/DET. If it is an agency error, you must take these actions.

If FCD says in the MAIL message that the client is still working, enter the JINC information in ACCESS and approve the new ELIG result. They will send you a copy of the DSW 218 for documentation. Do not contact the employer for the same verification.

If FCD does a claim or referral, they will send you copies for the case record.

If the client requests a fair hearing, it is your responsibility to follow up as you would for any other fair hearing request.

Matches Reported to the District

The only match situation reported to the district is for a person who has a pending application for ANFC, FS and/or Medicaid (who may or may not be active in other programs).

ACCESS reports these matches to you by MAIL and also reports it in the Interface section on your DAILY report.

If the person is only known to one case, MAIL is sent to the worker of that case.

If the person is known to more than one case, ACCESS looks to see if the person is the head of household of a case and sends MAIL only to that worker. This may not be the case that has a pending application.

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P-2118     DET Wage Match (Continued)

Matches Reported to the District (Continued)

Example:

Jane is pending FS as a member in her mother's household. The FS case is being handled by worker 001. Jane is active ANFC as head of household. The ANFC case is being handled by worker 002. MAIL will be sent to worker 002, who needs to notify worker 001 of the discrepancy.

If the client was previously eligible, determine from the client or employer if the wage was received during prior periods of eligibility.

If appropriate, establish a claim.

If you contact the employer, use the following text:

"The Department of Social Welfare is mandated by federal law to use the income eligibility verification system known as IEVS. As a result of a computer match with the Department of Employment and Training, we need information regarding the income earned by the above named person for the period beginning [earliest date of eligibility within the past 12 months] to the present.

"Please complete the attached form DSW 218 (Income Verification) so that we may determine this person's eligibility for benefits. You may have already received a request for information. If so, do not repeat the information already submitted. Please indicate this on the DSW 218 and return the form to me. We do ask that you bring us up to date on wages paid since your last submittal.

Enclosed you will find a self-addressed stamped envelope for your convenience.

Thank you for your assistance."

Resolve the match in INFC/C/DET. See the Interface (INFC) section of the ACCESS manual for codes.