208.1 REQUIREMENTS

A. Tell the applicant that the social security number and other identifying information for each family member will be matched with information in other systems.

B. Case managers must:

1. Limit their access to information to data needed to determine eligibility
2. Apply confidentiality provisions to all information received through computer matches
3. Assist customers with resolving discrepancies received through computer matches, and
4. Check the case record to make sure the information is applicable and required for eligibility determination and if so:
   ▪ Within 10 days of receiving an alert or report, send the customer:
     o A “Request for Information” letter Form 1052
     o A “Change Report” form (Form 491)
     o An employer verification earning form, Form 268
5. Give the customer a 10-day response deadline
6. Make the appropriate changes for current eligibility upon receipt of verification(s)
7. Close the case if the customer does not respond to the request for information
8. Process any overpayments

208.2 ACCESS TO COMPUTER MATCHES

Several inquiries and computer matches are available to case managers to help determine eligibility including:

A. Caseworker inquiry into specific systems during application, recertification and interim change processes;

B. CARES matches done on an automated schedule by the FIA Bureau of Systems Development and Management (BSDM); and,

208.3 INQUIRY MATCHES

A. Maryland Automated Benefits System (MABS)
   1. **Required** for all adults in the assistance unit and minor heads of household at:
      a. Application, and
      b. Each recertification.
   2. Provides quarterly earnings for the most recent 6 quarters in the system:
      a. Includes employer’s name, address and phone number
      b. Information available is generally 1 – 2 quarters behind.
   3. Provides unemployment insurance benefit information
   4. Information provided for unemployment insurance claims includes:
      a. Amount and date of each unemployment benefit issued including a payment history
      b. Liens (child support or recoupment) against the benefit to be paid
      c. Employee name, address and phone number
      d. Date of filing for benefits
      e. Last day of employment and the reason work stopped.
   5. Data is available on-line immediately upon access.

B. Motor Vehicle Administration (MVA) clearances are not required for TCA eligibility.

C. State Verification Data Exchange System (SVES) with the Social Security Administration:
   1. SVES provides:
      a. Social Security Number verification
      b. Retirement, Survivors, Disability Insurance (RSDI) benefits
      c. Supplementary Security Income (SSI) benefits
      d. Work History – Quarters of Coverage
      e. Prisoner information for individuals in federal prison.
   2. Request each type of information, required as needed for eligibility determination, separately, but consecutively without delay.
3. SVES protects the integrity of customers’ information by providing an audit trail indicating who accessed the system, for what, and when.

D. Systematic Alien Verification Entitlements (SAVE)
   1. Provides immigrant status verification to determine non-citizen applicant’s eligibility for public assistance
   2. Required for all immigrants at application
   3. SAVE supplies state agencies with information that immigrant’s sponsors provided on the original Affidavit of Support, Form I-864
   4. Request for sponsor information must be made through the VIS (Verification Information System)
   5. Immigrant information is verified through an internet-based system with immediate response time is https://SAVE.uscis.gov/web/vislogin.aspx

E. Public Assistance Reporting Information System (PARIS)
   1. PARIS shares public assistance data among states to detect and prevent improper payments by conducting:
      a. An Interstate match, which compares participating states’ data against each other and determines if an individual is collecting benefits in more than one State
      b. A Federal match determines whether anyone receiving benefits is also collecting a salary or retirement pension as a current or former U.S. military or civil service employee.
      c. A Veterans Administration (VA) database match determines if an individual is collecting VA benefits.
   2. CARES alerts-993, 994 and 995 notify case managers of a possible match.

208.4 CARES AUTOMATED MATCHES
A. State Directory of New Hires/National Directory of New Hires
   1. Provides information about individuals who are newly employed
   2. Depending on the employer the following information is provided:
      a. Name and social security number of the employed person
      b. Employer’s name and address
      c. First day of work
      d. Salary, pay frequency
e. Available medical benefits (employer not required to report this)

3. State match is run daily and produces alerts daily

4. National directory match is completed monthly.

5. Match is run for individuals in an active, pending, active no-pay, or Medical Assistance spend-down status

B. Income Eligibility Verification System (IEVS)

1. Provides information from the Internal Revenue Service (IRS)
   a. Assets as reported by a financial institution on a 1099
   b. Unearned income reported on a 1099
   c. Earnings reported to the Social Security Administration (SSA)
   d. Gambling winnings such as a lottery

2. Provides information from SSA:
   a. Beneficiary and Earnings Data Exchange (BENDEX) – social security benefits, private pensions, out-of-state wages, veterans and other government benefits, and self-employment
   b. State Data Exchange (SDX) – information on SSI customers
   c. Automatic verification of Social Security Number (see Social Security Number)

C. Do not use information from IEVS to determine eligibility without additional verification unless the information comes from the primary source.

D. Primary Sources for verification

1. SSA is the primary source for SSI and Social Security benefits and verification of Social Security Numbers.
   a. It may be used without other verification
   b. SSA is not the primary source for wages, self-employment, or other benefits and pensions.
      ▪ It may not be used without additional verification

2. The IRS is not the primary source for information in IEVS.
   ▪ Verify all IRS information with the primary source or other documents

Examples of a primary source:
- The employer is the primary source for wages and
- The bank is the primary source for savings accounts.
1. FIA determines when information from IEVS generates alerts to the case manager.

2. Local departments are audited on procedures for security, confidentiality, and use of information.
   - Information received from IEVS has strict confidentiality and security requirements.
   - Access is limited.

208.5 MATCHES RUN BY THE OFFICE OF THE INSPECTOR GENERAL (OIG)

A. Matches that OIG runs against individuals and information in CARES
   1. Maryland State Employment Match - matches State employment records
   3. Public Assistance Recipient Information System (PARIS) - matches individuals on CARES receiving TCA or FS benefits with those concurrently receiving benefits in other states
      a. The number of states participating varies
      b. Match is run quarterly
      c. Individual state matches for concurrent benefits and earnings are in place with Pennsylvania, Delaware, Virginia, and DC
      d. Veterans Administration - matches veteran benefit records
   4. Maryland Department of Public Safety and Correctional Services Match-identifies individuals who are or were incarcerated while receiving benefits in Maryland.
   5. Law Enforcement Agencies – Fugitives Match –match with fugitive warrant records in Maryland and DC
   6. Child Care Records
      a. Matches individuals receiving child care subsidies with CARES earned income data
      b. Matches individuals on CARES with child care provider records

B. OIG staff review and test matches run by the Office of the Inspector General to determine if the data is valid.

C. The Office of the Inspector General produces other matches as an investigative resource to reduce fraud. Matches, like investigations are determined effective by
analysis. The OIG will continue to look for resources to create new matches and to update or replace existing matches.

D. For frequency of matches refer to pages 8-10 of this section.

ADDITIONAL INFORMATION

- Technical Eligibility – Social Security Number
- Technical Eligibility – Citizenship/Immigrants
<table>
<thead>
<tr>
<th>NAME OF MATCH</th>
<th>DEFINITION</th>
<th>FREQUENCY</th>
<th>Department/Division Responsible for Execution</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARIS (Public Assistance Reporting Information System)</td>
<td>Multiple state matching system to help identify &quot;double-dipping&quot; defined as individuals receiving assistance in more than one state.</td>
<td>Quarterly</td>
<td>Bureau of Systems Development and Management (BSDM), Local Department of Social Services (LDSS)</td>
</tr>
<tr>
<td>Interstate</td>
<td></td>
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<tr>
<td>PARIS FEDERAL EMPLOYEES</td>
<td>ARES database matched against Federal Payroll to identify Federal Employees receiving benefits and not reporting income to LDSS</td>
<td>Quarterly</td>
<td>BSDM, LDSS</td>
</tr>
<tr>
<td>PARIS VA (Veterans Administration))</td>
<td>CARES database matched against VA database acknowledging VA benefits that were not reported to LDSS</td>
<td>Quarterly</td>
<td>BSDM, LDSS</td>
</tr>
<tr>
<td>DPSCS (Maryland Department of Public Safety and Correctional Services)</td>
<td>CARES database matched against the DPSCS database acknowledging recipients who maybe or may have been incarcerated while receiving benefits.</td>
<td>Quarterly or as needed with a minimum of once annually</td>
<td>LDSS and OIG</td>
</tr>
<tr>
<td>NAME OF MATCH</td>
<td>DEFINITION</td>
<td>FREQUENCY</td>
<td>Department/Division Responsible for Execution</td>
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<tr>
<td>BCDC (Baltimore City Detention Center)</td>
<td>CARES database matched against BCDC database acknowledging recipients who may be or may have been incarcerated while receiving benefits.</td>
<td>Quarterly or as needed with a minimum of once annually</td>
<td>LDSS and OIG</td>
</tr>
<tr>
<td>CCATS</td>
<td>CARES database matched against CCATS to identify individuals receiving FIA and POC benefits without reporting to either administration.</td>
<td>Quarterly or as needed with a minimum of once annually</td>
<td>LDSS and OIG</td>
</tr>
<tr>
<td>DEATH</td>
<td>CARES database matched against DEATH RECORDS provided by the Department of Health and Mental Hygiene acknowledging discrepancies of Date of Death (DOD) and benefit certification periods.</td>
<td>Quarterly or as needed with a minimum of once annually</td>
<td>LDSS and OIG</td>
</tr>
<tr>
<td>STATES EMPLOYEES</td>
<td>CARES database matched against State Payroll (Annapolis) to identify State Employees receiving benefits and not reporting income to LDSS</td>
<td>Once Annually</td>
<td>HRDT, OIG, OIG IA and LDSS</td>
</tr>
<tr>
<td>NAME OF MATCH</td>
<td>DEFINITION</td>
<td>FREQUENCY</td>
<td>Department/Division Responsible for Execution</td>
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<tr>
<td>FUGITIVE MATCH</td>
<td>CARES database matched against files from State, Local, or US Marshall's Warrant Files. (Felony Warrants)</td>
<td>As needed</td>
<td>OIG and LDSS</td>
</tr>
<tr>
<td>DRS (Disqualified Recipient Subsystem)</td>
<td>CARES database matched against the National SNAP disqualification database.</td>
<td>Quarterly or as needed with a minimum of once annually</td>
<td>OIG and LDSS</td>
</tr>
<tr>
<td>LOTTERY</td>
<td>CARES database matched against the Maryland State Lottery winners.</td>
<td>Quarterly or as needed with a minimum of once annually</td>
<td>OIG, OTHS, and LDSS</td>
</tr>
<tr>
<td>HABC (Housing Authority of Baltimore City)</td>
<td>CARES database matched against HABC database to determine accuracy of information provided to both agencies.</td>
<td>Once annually</td>
<td>OIG, HABC, and LDSS</td>
</tr>
<tr>
<td>New Hires Alerts (State)</td>
<td>CARES database matched against Maryland residents recently hired</td>
<td>Monthly</td>
<td>FIA, LDSS</td>
</tr>
<tr>
<td>National Directory of New Hires Alerts (NDNH)</td>
<td>CARES database matched against the NDNH database to identify people that have federal jobs, people that have jobs in Maryland but the home office is in another state.</td>
<td>Monthly</td>
<td>FIA, LDSS</td>
</tr>
</tbody>
</table>