



## North Carolina Department of Health and Human Services Division of Social Services

Economic Independence Section • 325 North Salisbury Street  
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Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director  
(919) 733-3055

January 30, 2002

### **Re: New Food Stamp Data Warehouse Reports**

Dear County Director of Social Services:

**Attention: Food Stamp Supervisors  
Program Integrity Supervisors**

As you know, the Data Warehouse is a valuable source of statistical case information from several of the automated data systems. The purpose of this letter is to let you know about some new reports available in Data Warehouse regarding Food Stamp cases. The reports are found in the "Corporate Reports" selection under the category "State Sanctioned FSIS Queries." Upon selection of a report, you will be prompted to enter or select data to run the report. Please remember that the food stamp data in the Data Warehouse is updated monthly from information entered in the previous month.

The name and a brief description of each new report are listed below. Each is accessible by county number and identifies the caseworker number for each affected case.

#### **ACTIVE CASES IN LTC**

This report is a comparison of individuals in active Food Stamp cases who also are active in the EIS System in a SA case or other aid program/category that indicates placement in a long-term care facility. You will be prompted to enter the report month and to select the county name from a drop down list. Use this information as a lead to potential unreported changes regarding household composition. Determine whether the Food Stamp case should be changed to remove the individual or closed if a one-person household now resides in a facility.

#### **FOSTER CARE CHILDREN IN FS CASES**

This report compares children in active Food Stamp cases who are also active in EIS in aid program/categories IAS and HSF, foster care. You will be prompted to enter the report month and to select the county name from a drop down list. Use the report as a lead to possible unreported changes in household composition as a result of children placed in foster care.

#### **FS CASES WITH ZERO INCOME**

This report identifies active Food Stamp cases in which the household has had zero **GROSS INCOME** for three or more consecutive months. You will be prompted to enter the first report month (the beginning of the three-month period), the third report month (the end of the three-month period), and select the county number from a drop down list. Use the report to review and evaluate the situations in these cases carefully. You may wish to initiate contact with each household to see if there have been recent changes that may not have been reported timely.

**FSIS CASES WITH OVERDUE RECERTS**

This report shows cases in FSIS whose certification period expired in the prior month and for which there has been no recertification data entered. You will be prompted to enter the certification through month, the report month, and to select the county number from a drop down list. The certification through month and the report month should be the same month. Use the report to determine whether clients failed to be recertified or if there is agency delay in processing recertifications. (Cases who fail to recertify are automatically closed in FSIS at the end of the month following the expiration of the certification period with code 7/25.)

**FSIS CASES WITH FORMS ON HOLD**

This report shows active Food Stamp cases with a form on hold. Since the forms on hold are for the prior month, these cases may have been overlooked, causing no benefits to be issued or erroneous benefits because a change has not been processed. You will be prompted to enter the report month and to select the county number from a drop down list.

**FOOD STAMP CASES DENIED**

This report identifies each Food Stamp case denied benefits in the prior month, including the denial/termination reason code. You will be prompted to enter the first and last day of the report month, the report month, and to select the county name from a drop down list. Use the report to evaluate whether cases were denied appropriately.

**FOOD STAMP CASES TERMINATED**

This report shows each Food Stamp case terminated in the prior month, including the denial/termination reason code. You will be prompted to enter the first and last day of the report month, the report month, and to select the county name from a drop down list. Use the report to evaluate whether cases are terminated appropriately.

We hope these reports will be helpful to you in monitoring Food Stamp cases. If you have any questions about the reports, contact your Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief  
Economic Independence Section

JS/bh  
EI-4-2002