



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

325 North Salisbury Street
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Courier # 56-20-25

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

November 26, 2007

Re: FSIS and SSA Match Reports

Dear County Director of Social Services:

**Attention: Food and Nutrition Services & Energy Programs Supervisors
Program Integrity Supervisors**

The North Carolina State Auditor recently completed a comparison of Social Security Numbers (SSN) for individuals in the Food Stamp Information System (FSIS) and the Social Security Administration (SSA). This comparison resulted in a large number of possible incorrect SSNs in FSIS. The results have been divided into three (3) separate reports which are attached and available in NCXPTR. The reports are DHRSLA, Recipients Invalid SSN; DHRSLA, Unmatched SSN with Names; and DHRSLA, Certified After Death. Instructions for analyzing each report are below.

Instructions for Completing DHRSLA, Recipients Invalid SSN Report

Initial research can be completed using FSIS before retrieving the actual case file. A copy of a Social Security Card in the case record is not considered verification of that individual's SSN due to the availability of forged Social Security Cards.

Go to page two of the SLIN screen in FSIS for the Case ID listed on the report. Compare the SSN listed on the report as invalid with the SSN in FSIS. Some of the invalid SSNs listed were originally entered in FSIS incorrectly, and have now been corrected. Notate the correction in the comment column and take no further action.

If the SSN in FSIS is listed as invalid, use DSS-8650, Notice of Information Needed to Complete Your Food Assistance Change, to request proof of identity and the valid Social Security Number for the individual with the invalid SSN. Allow ten (10) calendar days for the FNS Unit to return the verification. Mail a DSS-8553, Notice of Adverse Action when a correct SSN is not returned timely. Remove the individual from the FNS Unit, if this verification is not received within ten (10) work days. Refer the case to your Program Integrity Unit for an investigation of possible overissuances. Use referral source code 03 – Audit Finding for any referrals that may result from this report.

Instructions for Completing DHESLA, Unmatched SSN with Names Report

Initial research can be completed using FSIS and comparing data on the report before retrieving the actual case file. A copy of a Social Security Card in the case record is not considered verification of that individual's SSN due to the availability of forged Social Security Cards.

Go to page two of the SLIN screen in FSIS for the Case ID listed on the report. Compare the SSN listed on the report as unmatched with the name and SSN in FSIS. Some of the unmatched SSNs listed were originally entered in FSIS incorrectly, and have now been corrected. Some of the individuals listed changed their last name due to marriage or divorce. Some of the unmatched names are spelled differently in FSIS than SSA. In the event of correction, name change, or spelling, notate the reason they did not match in the comment column and take no further action.

If the name in FSIS is not a match to the name and SSN on the report, use DSS-8650, Notice of Information Needed to Complete Your Food Assistance Change, to request proof of identity and the correct name and Social Security Number for the individual with the unmatched name. Allow ten (10) calendar days for the FNS Unit to return the verification. Mail a DSS-8553, Notice of Adverse Action when a correct SSN is not returned timely. Remove the individual from the FNS Unit, if this verification is not received within ten (10) work days. Refer the case to your Program Integrity Unit for an investigation of possible overissuances. Use referral source code 03 – Audit finding for any referrals that may result from this report.

Instructions for Completing DHRSLA, Certified After Death Report

Initial research can be completed using the FSIS system and comparing data on the report before retrieving the actual case file. A copy of a Social Security Card in the case record is not considered verification of that individual's SSN due to the availability of forged Social Security Cards.

Go to page two of the SLIN screen in FSIS for the Case ID listed on the report. Compare the SSN listed on the report as certified after death with the name and SSN in FSIS. Some of the SSNs listed were originally entered in FSIS incorrectly, and have now been corrected. Notate the correction in the comment column and take no further action.

If the SSN in FSIS matches the SSN on the Certified After Death Report, use DSS-8650, Notice of Information Needed to Complete Your Food Assistance Change, to request proof of identity and the correct name and Social Security Number for the individual listed as deceased. Allow ten (10) calendar days for the FNS Unit to return the verification. Mail a DSS-8553, Notice of Adverse Action when a correct SSN is not returned timely. Remove the individual from the FNS Unit, if this verification is not received within ten (10) work days. Refer the case to your Program Integrity Unit for an investigation of possible overissuances. Use referral source code 26 – SSA Death Match (FS only) for any referrals that may result from this report.

The Date of Discovery for any referrals that may result from any of these reports is November 26, 2007 which is the date of this letter. Therefore it is imperative that the reports are completed in a timely manner. Retain the reports for a period of three (3) years for possible reporting requirements. Please report to your Food and Nutrition Services and Energy Program Representative the date the analysis is completed and the number of possible overissuances referred to Program Integrity.

Should you have questions or concerns, please contact your Food and Nutrition Services & Energy Programs Representative.

Sincerely,

/S/

Adonica Hampton, Assistant Chief
Economic Services Section

AH/sd
Attachment
FNSEP-16-2007