



**North Carolina Department of Health and Human Services
Office of North Carolina Families Accessing Services through Technology (NC FAST)**

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Beverly Eaves Perdue, Governor
Albert A. Delia, Acting Secretary

Anthony Vellucci, Director

October 23, 2012

Subject: NC FAST Pre-Conversion Reporting

Dear County Director of Social Services:

As you know, conversion of all Food and Nutrition Services (FNS) cases to the NC FAST Case Management System is ongoing. In order to ensure that the most accurate data is converted, it is very important to prepare for the transition using the pre-conversion cleanup reports. Data from the Food Stamp Information System (FSIS) will be used to create the new NC FAST cases. The purpose of data cleanup is to ensure that all converted case data is as accurate as possible, and that all future case actions are based on correctly interpreted converted data.

Pre-conversion cleanup reports are published in the Client Services Data Warehouse (CSDW) as State-Sanctioned Reports, and are available to all counties, not just those pending conversion to NC FAST. The reports are updated monthly. Not all counties have cases on all reports. The cleanup reports in the CSDW are in the NC FAST folder under the FSIS State-Sanctioned folder. To see the reports, click on the '+' sign next to "State Sanctioned."

The title, description of the report content, information displayed, and how to use each one is described in the following paragraphs for each cleanup report. If errors are discovered that affect eligibility or level of benefits, take action to correct the case in accordance with FNS Certification Manual policy found in Section 450.04 D.2 and D.7.

Cases with Actual Utility Accounts:

FNS policy in Section 280.09C. of the Certification Manual defines the allowable utility expenses as one of three utility standards: the SUA (field 45 code 1), TUA (field 45 code 7), and the BUA (field 45 code 5). Use of Actual Utilities (field 45 code 2) instead of the appropriate utility allowance is incorrect. This report lists cases in which there is currently an entry of code 2 in field 45 on the DSS-8590, and the dollar amount entered in field 44. Review each case to determine the correct utility allowance for each one.

Cases with Other Utility Expenses:

FNS Policy in Section 280.12 of the Certification Manual defines that certain other utility expenses not covered in the Utility Allowance are allowable as a shelter expense. This field may also be used to capture the amount of rent/mortgage that exceeds \$999.99. This report lists cases in which there is an entry in field 46, Other Expenses. Review each case to determine that the amount entered is accurate based on policy instructions.



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Cases with Child Care on Casehead:

Instructions found in the FSIS User Manual Section 503 for field 80M state that dependent care expense should be entered for each dependent. This report lists cases in which a dependent care expense is entered in field 80M for Member 01, head of household. Review each case and rekey actual dependent care expenses beside each individual for whom the care expense is paid.

FNS Cases with Individuals Work Registration Code H or HT and No Earned Income:

This report lists cases in which one or more individuals has a Work Registration Code H or HT in field 80E to indicate the individual works at least 30 hours per week, or has earnings equal to the federal minimum wage times 30, or that the individual is a parent operating a home school. Use this report to determine whether each Work Registration Code H or HT is assigned correctly based on policy.

FNS Individuals with Earned Income Code and Zero Earnings:

This report lists individuals with an earned income code in field 80F of A, B, F, G, H, I, J or K, and no earnings. These codes allow entry of the code to document that an individual is working but has no countable earnings. Use this report to determine the accuracy of each code.

FNS Individuals Disqualified Due to Failure to Comply with Work Requirements:

This report lists individuals who are disqualified in field 80K due to failure to comply with work requirements, including disqualifications for failure to comply with E&T (code F), disqualified due to failure to register for work (code G), and voluntary quit (code Q). Use this report to determine the accuracy of each sanction due to failure to comply with a work requirement.

Completing these reports prior to the conversion of NC FAST will help to ensure that data is captured completely and as accurately as possible. Failure to work pre-conversion cleanup reports may result in incorrect converted data that can make future eligibility determination more difficult.

Thank you for your attention to this matter. Your continued support and participation in this important initiative is essential for a successful conversion to NC FAST. As always, do not hesitate to contact me or any of the NC FAST staff if you have questions or concerns.

Sincerely,



Anthony Vellucci

cc: Beth Melcher, NC DHHS, Deputy Secretary for Health Services
Maria F. Spaulding, NC DHHS, Deputy Secretary for Long-Term Care and Family Services
Dan Stewart, NC DHHS, Assistant Secretary for Finance and Business Operations
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