



RICHARD O. BRAJER
Secretary

WAYNE E. BLACK
*Senior Director for Social Services
and County Operations*

November 4, 2016

RE: Reviewing the DHRFRD CURR DEBTORS CERT FOR TOP Report

Dear County Director of Social Services:

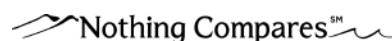
The Treasury Offset Program (TOP) intercept process in the Enterprise Program Integrity Control System (EPICS) is currently undergoing coding changes. These coding changes are required for North Carolina to comply with Federal Management Evaluation review findings. EPICS will begin the new process for sending delinquent debts to TOP beginning December 1, 2016. In preparation, beginning November 7, 2016, counties will be required to review reports of individuals certified for the Treasury Offset Program (TOP) intercept process prior to individuals being submitted for interception.

The DHRFRD CURR DEBTORS CERT FOR TOP is a Program Integrity report that will run weekly and be published in NCXPTR. This report will list debtors who have been certified for TOP. It is essential that counties review these reports each week and validate that the debtors on the reports are to be certified and sent to TOP. During review, if there are debtors listed on the report that should not be certified for tax intercept the county must submit a request to the State to block the debtor(s) in the Enterprise Program Integrity Control System (EPICS) for referral to TOP/Department of Revenue (DOR). The request must be completed on county letterhead and faxed to the attention of DSS Information Support at 919-334-1052. The request must include the following information for each debtor to be blocked:

- Referral ID
- Individual ID of Debtor to be Blocked
- Indicator that Debtor Should be Blocked from DOR
- Requestor's Name
- Supervisor's Signature

On Monday, November 7, 2016, four versions of the report will be available on NCXPTR. These versions will have Run Dates of 9/5/2016, 9/12/2016, 9/19/2016 and 9/26/2016. Counties should review these reports as quickly as possible and submit any resulting requests for blocks to the State by no later than November 28, 2016. Requests may be submitted per the instructions above any time between November 7th and November 28, 2016, however counties are encouraged to submit requests for blocks as soon as possible.

Following the publication of the initial four versions of the report on November 7, 2016, the report will be run weekly on Monday evenings and made available in NCXPTR each Tuesday.



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Accordingly, reports with Run Dates of 11/7/2016, 11/14/2016 and 11/21/2016 will be available in NCXPTR for review on Tuesday November 8th, November 15th and November 22nd respectively. As with the previous versions, counties should review these reports as quickly as possible and submit any resulting requests for blocks to the State by no later than November 28, 2016. Again, requests may be submitted per the instructions above any time between November 8th and November 28, 2016, however counties are encouraged to submit requests for blocks derived from these report versions as soon as possible.

Effective November 28, 2016, the weekly report cycle will continue. The report version with Run date 11/28/2016 will be available on NCXPTR on November 29, 2016, however, from this point on, counties are required to review the reports and submit any requests for blocks by 3:00 PM the next day (that is, by 3:00 PM each Wednesday.) As such, any requests for blocks resulting from review of the report with Run Date of 11/28/2016 must be submitted to the State by 3:00 PM November 30, 2016. The 3:00 PM Wednesday cutoff for submitting block requests to the State will ensure that blocks can be completed timely prior to the file being transmitted for TOP on an ongoing basis beginning December 1, 2016.

Questions may be submitted to DSS Information Support at 919-527-6270 or via email to dhhs.dss.automation@dhhs.nc.gov.

Sincerely,



Hank Bowers, Chief
Performance Management/Reporting
and Evaluation Management

PM-REM-02-2016

HB:th

