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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-224

Date: December 23, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Interim FS Data Analysis Report for 10/1/90 through 3/31/91

ATTACHMENTS: Attachment I - Data Analysis Report - Six Month Report
Statewide FS-QC Reviews, Overissuances,
Ineligibles and Underissuances 10/1/90
through 3/31/91 Review Period (With
Upstate Case Detail)

Attachment II - Model RFI Procedures

Significant gains have been made in the area of Food Stamp error reduction. This is evidenced by the decrease in the Statewide error rate from 11.98% for the annual period ending 9/90 to 10.15% for the first six months of the annual period ending 9/91. However, since potential federal QC sanctions for FFY 1991 total \$33 million dollars, it is important that the Corrective Action planning process be reinforced and districts utilize the attached six month data analysis report on Statewide FS error rates.

Upstate, the error rate decreased substantially from 11.21% to 7.58% while the NYC error rate decreased from 12.42% to 11.52%. It should be noted that conclusions about this period's final error rate cannot be based on this report. This report should be viewed as an indicator of problem areas and used for Corrective Action planning.

Upstate, the principal error elements are Earned Income and Living Arrangements/Household Composition accounting for 34% and 17% of the total error dollars respectively.

- o For earned income the principal agency error was failure to budget earned income. The principal client error was failure to timely report earnings or a change in the amount of earnings. In an effort to reduce earned income errors, the Bureau of Corrective Action has developed a flowchart detailing model RFI procedures. This flowchart has been included as Attachment II of this LCM. This flowchart should be shared with supervisors and line staff to ensure that timely and accurate actions are taken. Additionally, staff should be encouraged to review 91 INF-25 to familiarize themselves with the types of information provided by RFI and the Income and Resource Collection System (IRCS).

- o For Living Arrangements/Household Composition the principal agency error was failure by local district staff to properly identify those individuals who should be included as part of the case. To help eliminate these errors the Bureau of Corrective Action has developed a training package targeting the Household Composition error element. The main components of this package are: identification of the most common causes of household composition errors, explanation of the requirements and exceptions regarding those individuals that must be considered household members, differentiation between FS household composition requirements and PA household requirements and sample case studies. If you would like a copy of this training package, contact Sandy Borrelli at 1-800-342-3715, extension 4-7092.

In addition, the State University of New York is conducting a special targeted training project in four upstate districts as well as New York City. If the results show that the error rates have been lowered, the training curriculum will be added to SUNY's training program and offered to districts that request it.

Also you should be aware that 33% of the unearned income errors occurred because the agency incorrectly budgeted the \$50 pass-through child support payments. Staff should be encouraged to review 89 LCM-39 to familiarize themselves with the correct budgeting procedures for these types of payments.

Please note that detailed case findings will be provided with the annual data analysis report and are also included as Attachment I. However, in the future, the 6 month data analysis report will not include this information. If you wish to continue to receive a copy of the detailed findings with the six month report, please contact Sandy Borrelli, at the number listed previously.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance