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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-213

Date: December 2, 1991

Division: Income Maintenance

TO: Local District Commissioners

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

ATTACHMENTS: Data Analysis Report - Six Month Report; Statewide AFDC-  
QC Reviews, Overpayments and Ineligible 10/1/90 through  
3/31/91 Review Period (With Upstate Case Detail) - not  
available on-line

Federal AFDC quality control reform was successful in eliminating New York's potential AFDC sanctions of almost \$280 million dollars. However, NY State will again be subject to AFDC error sanctions beginning with the 1991 QC review period. Therefore, it is important that the Corrective Action planning process be reinforced and districts utilize the attached six month data analysis report on Statewide AFDC error rates.

The Statewide AFDC error rate increased slightly from 5.8% (10/89 - 9/90) to 5.9% for the first six months of the current period (10/90 - 3/91). Upstate, the error rate decreased from 6.0% to 4.9%. In New York City, the error rate increased from 5.7% to 6.5%. 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 Living Arrangements/Household Composition and Earned Income accounting for 16% and 15% of the total error dollars respectively.

- o For Living Arrangements/Household Composition, the principal agency error was failure by local district staff to properly identify those individuals who should have been included in the filing unit. The Bureau of Income Support Programs has developed a filing unit training package which was delivered at the 1990 IM Regional Meetings. This training package covers the following issues: lump sum and the filing unit, apply vs. comply, legal custody and the filing unit, category and the filing unit, what breaks the link in the filing unit chain, and three generation households.

Additionally, there are two recently released informational letters which you may want to have staff review. 91 INF-3 contains responses to filing unit inquiries raised during the presentation at the Regional Meeting and 91 INF-12 deals with the inclusion of a natural parent in the filing unit when that parent is not exercising parental responsibility.

- o For earned income, the principal agency error was failure to budget earned income. The principal client error was failure to timely report employment. To reduce these errors, you should analyze your current Resource File Integration (RFI) procedures and ensure your line staff are taking timely and accurate actions in accordance with your established local procedures. Staff should also be encouraged to review 91 INF-25 to familiarize themselves with the types of information provided by RFI and Income and Resource Collection System (IRCS).

Another potential quality control issue which you should be aware of is that concerning JOBS child care and supportive services payments. These payments must be correctly authorized and claimed via non-ADC IV-A and IV-F funds using the proper payment type codes noted on page 95 of 90 ADM-27. If regular ADC funds are used to pay for the client's child care and transportation expenses, the case will be cited in error.

Please note that detailed case findings will be provided with the annual data analysis report and are also included in the attachment. However, in the future, the 6 month data analysis report will not include this information. If you wish to obtain a copy of the filing unit training package, or if you wish to continue to receive a copy of the detailed findings with the six month report, please contact Ms. Sandy Borrelli, Bureau of Corrective Action at 1-800-342-3715, extension 4-7092.

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