Program Integrity FNS and WFFA Monitoring Reports

"No Lines Selected" has several meanings: No hits/data for your county; no access to the report due to security problems or no access to the report due to system ginning problems.

Report Number	Report Name	Retention	Frequency	Action Required/*Purpose of report*
FRD104	County Refund Report	3 years	Daily	Review for accuracy and refund any over collected amount to the debtor. Shows over collections on claims (except DOR & TOP). Notate your actions on the report. *It includes potential payments from all programs to be refunded back to the client/debtor.* **This report is reviewed during the on-site visit.**
FRD221-1	TOP Pre-Offset Address - Unprocessable	3 years	Weekly on Monday	Review and make corrections for codes 03 and 04, otherwise will not be submitted for TOP Intercept. Notate your actions on this report. *Correct them to make them go through the TOP process. Consider requesting closure of claims when all debtors are code 07 and do not have an estate. Verify you have the correct SSN before requesting closure.* **This report is reviewed during the on-site visit.**
FRD401	EIS Recoupment Error Report	3 years	Monthly around the middle of the month	Review this report and post recoupments to the correct claim or issue refunds if recouped in error. Correct any errors so that EIS and EPICS will post to the correct claim the following month. Notate your actions on this report.**This report is reviewed during the on-site visit.**
FRD401-2	Active WF case with active claim and no recoupment	3 years	Monthly near the end of the month	Review this report to add recoupments for active cases that have active claims. Note on the report why the case is not being recouped if policy will not allow for recoupment. **This report is reviewed during the on-site visit.**
FRD419	Monthly Listing of Disqualified Recipient Records	3 years	Monthly	Reconcile to ensure the IPV disqualifications from the prior month are on this report. Notate your actions on this report *Cumulative list of all disqualified individuals in the county.* **This report is reviewed during the on-site visit.**
FRD422	Investigator's Maintenance Report – Disqualifications Ending	3 years	Monthly	Review. PI worker needs to work report and notify FA worker to remove disqualification when it ends. Notate your actions on this report. Report reflects disqualifications that end in the upcoming month. **This report is reviewed during the on-site visit.**
FRD425	Investigators Maintenance Report – Delinquency	3 years	Monthly	Use to send additional demand letters to delinquent debtors and evaluate for continue TOP & DOR exemptions. There are requirements for additional demand letters when terminating certain claims. Include the date the demand letters were mailed, and a copy of the letter if one letter was used for all delinquent claims. **This report is reviewed during the on-site visit.**

Report Number	Report Name	Retention	Frequency	Action Required/*Purpose of report*
FRD441	Collections Report	3 years	Monthly by the 5th calendar day of the month	Reconcile with cash receipts to ensure all payments have been posted. (Get cash receipts & do adding machine tapes. Add payments for last month that was posted this month & remove payments paid this month that are posted next month.) *Shows all payments received on referrals for the County. Identifies total dollars received by program and a grand total for all programs.* **This report is reviewed during the on-site visit.**
FRD-490	U and P Claims	3 years	Monthly	Use this report to determine if claims pending for an ADH (U) are timely and if claims pending for court (P) are getting too old. Court cases should not pend more than one year. Notate your actions on this report. **This report is reviewed during the on-site visit.**
FRD550	Quarterly Report of Active FS Recipients with matches on DRS Files	3 years	Quarterly	Review for potential errors, if client is not disqualified in FNS. Identifies active cases that should be disqualified in FNS since they have an IPV disqualification either from NC (in the same county or in a different county) , or another state. Notate your actions on this report. **This report is reviewed during the on-site visit.**
			EPICS reports in Data Warehouse as of 1/21/10	
Data Warehouse		3 years	Print once per month	AFDC and TANF Agency Error Claims in CO Status. **This report is reviewed prior to the on-site visit.**
Data Warehouse		3 years	Print once per month	Daily Report of Pending FS Referrals - Use this report to determine if your county is meeting referral timeliness requirements. **This report is reviewed prior to the on-site visit.**
Data Warehouse		3 years	Print the first page once per month	FNS, AFDC, and TANF Claims with Debtor's Date of Birth (Print first page only). **This report is reviewed prior to the on-site visit.**
			Other Reports/Documents	
DSS Web Site	FNS Program Integrity Benchmark Report		Quarterly	This report is available on the internet at: http://www.ncdhhs.gov/dss/stats/fsp.htm. This report is used to verify that each county is receiving and processing a number of referrals that is within the average for counties of simular caseloads size. **This report is reviewed prior to the on-site visit.**
None	County Cash Receipt Books	3 years		The county cash receipt books for the previous three months will be reviewed.