NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

August 1, 2018

Dear County Directors of Social Services

Attention: Food and Nutrition Services, Work First, Medicaid, Program Integrity
　　　　　　Administrators, Program Managers and Supervisors

Subject: (Time Sensitive) Conversion of Enterprise Program Integrity Control System (EPICS) into
　　　　　NC FAST

In order for North Carolina to have a successful conversion from EPICS to NC FAST for Program Integrity, completion of the reports noted below is critical. This letter identifies and provides instructions for completing the reports to ensure the data between the two systems are converted accurately. All reports must be completed by September 28, 2018.

FRD214 (DOR Duplicate SSN) – This report lists debtors present in EPICS that contain duplicate social security numbers (SSNs) or multiple individual identification (ID) numbers. For every debtor listed on this report, the county must determine if the two CNDS ID numbers are tied to the same SSN.

1. 　　　Complete a search on the SSN in EPICS and NC FAST as one CNDS ID number may be in EPICS and the other in NC FAST.
2. 　　　If two CNDS ID numbers are tied to the same individual due to a duplicate CNDS ID number being created in error, contact the County Champion to merge the CNDS ID numbers in NC FAST. Refer to Job Aid: Completing Person Merge Job Aid.

FRD452 (Claims Exempt from Top Report) – This report shows Food and Nutrition Services Claims that are exempt from the Treasury Offset Program (TOP) process. For every debtor listed on this report, the county must check each debtor to verify the block is valid in TOP. The following codes "P, S, or X" are not valid and cannot be converted into the NC FAST system.

1. 　　　Check each debtor to determine if block is valid.
2. 　　　If valid and indicator code is P, S or X, the investigator must submit a fax to the Division of Social Services at 919-334-1052 to update the code.
3. 　　　If the block is not valid submit a fax to 919-334-1052 to have the block removed.

FRD429 (NC Debt Exempt) – This report shows all claim debtors that were exempt from the NC Department of Revenue (DOR) Offset Program. For every debtor listed on this report, check to verify the block is valid. If the DOR Indicators have a code "S or X", these codes are not valid and cannot be converted.

1. 　　　Check each debtor to determine if block is valid.
2. 　　　If valid and indicator code is S or X, the investigator must submit a fax to update the code. For NC Medicaid, submit a fax to Office of Compliance and Program Integrity (OCPI) at 919-814-0036. For FNS/WFFA, submit a fax to 919-334-1052.
3. 　　　If the block is not valid, submit a fax to have the block removed. For NC Medicaid, submit the fax to 919-814-0036. For FNS/WFFA, submit the fax to 919-334-1052.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

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FRD240 (Zero SSN Report) – This report lists debtors that have zeros for the SSN. For every debtor on this report, conduct a search for a SSN and update EPICS.

1.   Check EPICS, NC FAST and the county records to determine if the client has a SSN.
2.   If a SSN is found, update EPICS.
3.   If a SSN is not found, add a note in the EPICS notepad with the reason why the debtor does not have a SSN.

If you have questions, please contact the PI Program Consultant for the appropriate assistance program

FNS and Work First   Arlease Johnson (Arlease.Johnson@dhhs.nc.gov)
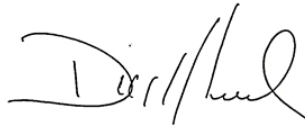
Medicaid   Angela Saddler (Angela.Saddler@dhhs.nc.gov)
                                       June Lockett (June.Lockett@dhhs.nc.gov)

Sincerely,

David Locklear, Deputy Director   Dave Richard, Deputy Secretary
Economic and Family Services Section   North Carolina Medicaid

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